

INTERNAL & EXTERNAL JOB POSTING

Supervising Team Lead, Language Services

Short Contract to April 30th, 2020

ISANS is seeking a full-time **Supervising Team Lead, Language Services** to provide day to day supervision of Language Services employees and activities of the programs and services within the teams. Reporting to the Manager, Language Services, this position will be responsible for:

- Supporting the effective and efficient administration of team programs, services, and activities by providing supervisory leadership to the team
- Day to day supervising, monitoring, mentoring, and supporting of team members on issues that arise; elevating to manager as appropriate
- Arranging and supervising substitute EAL instructors
- Providing support for CLB assessments, report cards, completion criteria
- Assisting in developing schedules and timelines for programs
- Assisting with the development and implementation of programs, policies and procedures
- Overseeing the daily activities of Language Services programming in consultation with the manager
- Liaising with POC around staff contracts and onboarding of new staff
- Signing expenses/timesheets for team members
- Providing assistance and support to the manager with reporting on a regular basis
- Conducting observations and check-ins of team members
- Representing ISANS Language Services internally and externally as required
- Developing a thorough understanding of the programs and services of Language Services
- Recording client interactions and escalating as required

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or equivalent combination of education and experience will be accepted
- Recognized TESL qualification
- Adult Education/training certificate/diploma an asset

Experience:

- Experience supervising staff
- Experience working in a cross-cultural environment
- Experience developing, implementing and evaluating programs or projects
- Experience delivering presentations
- Experience with computer programs and databases; data input, queries, generating/developing reports, spreadsheets, presentation documents
- Experience with EAL curriculum development an asset

Knowledge:

- Understanding and knowledge of adult education principles
- Understanding and knowledge of CLB and Essential Skills

Skills:

- Excellent interpersonal skills
- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications

Terms of Employment:

- Short term contract to April 30th 2020
- Full-time 35 hours per week (some evening work required)

Commencement Date: ASAP**Closing Date:** Monday April 15th, 2019– 4 p.m.**To apply:** E-mail your resume and cover letter merged into one document to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**