

INTERNAL AND EXTERNAL JOB POSTING

EAL Instructor (English in the Workplace)

Short- Term Contract to end of January 2020

ISANS is seeking a full-time **EAL Instructor (English in the Workplace)** to teach employed newcomers workplace language onsite in their workplace. Reporting to the Supervising Team Lead and the Manager, Language Services, the EAL Instructor (English in the Workplace) will be responsible for:

- Delivering on site English in the Workplace training, providing ongoing links to existing resources/ supports/programs
- Developing customized English in the Workplace programs for employed newcomers to Canada
- Conducting needs assessment with employers, supervisors, employees
- Conducting ongoing and final evaluation of participants' language learning and program impact
- Maintaining accurate records to ensure program accountability
- Liaising with ISANS staff regarding referral and updates
- Keeping up to date on EAL issues
- Attending training courses and training opportunities
- Performing other duties as required ensuring smooth operation of ISANS

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
- Completion of the CLB Bootcamp online training an asset (<http://learning.language.ca/>)

Experience:

- 2 years' experience in a similar position teaching adults
- Experience in teaching workplace and profession specific EAL to internationally educated professionals
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience working with Canadian Language Benchmarks
- Experience in EAL curriculum development

Knowledge:

- Understanding and knowledge of adult education principles

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
- Additional languages an asset

Terms of Employment:

- Short- contract to January 31st , 2020 - Full-time 35 hours per week
- Driving license with access to a vehicle is essential for this position

Commencement Date: June 1st, 2019

Closing Date: May 22nd, 2019 - noon

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 thank all applicants for their interest and effort in applying for this position and advise that only those candidates selected for an interview will be contacted.

