

INTERNAL & EXTERNAL JOB POSTING

Supervisor, Language Services (2 positions)

ISANS is seeking 2 full- time **Supervisors, 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 language 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 P&C 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 candidates for these positions will have the following:

Education:

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

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

Knowledge:

- Understanding and knowledge of adult education principles
- Understanding and knowledge of CLB and Essential Skills an asset
- Understanding of task-based and outcomes-based teaching
- Understanding of online development and teaching
- Knowledge of EAL curriculum design and development

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:

- Fixed- term contracts to March 31, 2022, renewable pending funding confirmation
- Full-time 35 hours per week (some evening work required)
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Friday April 30th, 2021– 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**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.**