

INTERNAL & EXTERNAL JOB POSTING

EAL Instructor, LINC Home Study Program

ISANS is seeking a part-time **EAL Instructor, LINC Home Study Program** Working from home to teach adult newcomers the language they need to integrate into the community using distance learning. Reporting to the Supervisor and the Manager, Language Services, the EAL Instructor, LINC Home Study Program will be responsible for:

- Teaching up to 16 clients whose benchmarks range from CLB 2 – CLB 8
- Developing a learning plan for each new client within 2 weeks of first contact
- Teaching and supporting clients through weekly Skype for Business meetings and/or phone calls
- Assigning homework and providing regular feedback on client work
- Creating client portfolios and providing samples of client work as requested
- Completing quarterly progress reports for each client
- Attending monthly meetings with the program manager
- Providing information as required for internal/external reports, proposals, grants
- Other duties as related to program development and delivery including providing clients with direction to other ISANS programs and services

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 required (<http://learning.language.ca/>)

Experience:

- 2 years experience in a similar position teaching adults
- Experience working in a cross-cultural environment; delivering direct service to immigrants preferred
- Experience working with Canadian Language Benchmarks
- Experience in EAL curriculum development
- Experience using technology in distance learning
- Previous LINC experience an asset

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

- Fixed-term contract to March 31, 2022, renewable pending funding confirmation
- Part-time, up to 26.6 hours per week
- Use of your own home office equipment to perform your duties, such as: a computer, a phone, a printer, a copier, a desk, a chair, high speed internet connection etc.

Commencement Date: September, 2021

Closing Date: July 26, 2021- 4.00pm

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.**