

## Job posting: LINC to Work Instructor - Evening

- Remote Evening shift 5:25 pm – 8:10pm

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**Job Summary:** IWC's LINC to Work program delivers online language instruction in set courses, each with a focus on key employment topics. As a member of the LINC to Work program team, LINC Instructors collaborate with peers and managers in the development and delivery of the program, meaningful engagement of learners, testing of new methods, and sharing of resources to increase language learning and employability outcomes, and to enrich the program as a whole.

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### Required qualifications:

- TESL Ontario Certification or TESL certification from a recognized Canadian institution
- Superior proficiency in use of video conferencing tools to deliver online training
- Experience teaching online and using a Learning Management System is an asset
- Superior proficiency in English
- Awareness of cultural diversity & sensitivity, anti-racism and anti-oppression theory
- Experience with or knowledge of Popular Education Principles
- Excellent cross cultural skills
- Positive approach to a multi-level teaching environment
- Knowledge and experience of the Canadian Language Benchmarks and PBLA

### Duties and Responsibilities:

- For each assigned course, use the course outline, activities, resources and assessments provided to plan and deliver daily synchronous and asynchronous activities to learners using MS Teams for education in a remote classroom or in-person HyFlex classroom, depending on assignment.
- Clearly state learning objective for each lesson. Be prepared daily with materials and lesson plans in alignment with the assigned course and its requirements.
- Perform duties associated with Portfolio-based Language Assessment (PBLA) including maintaining up-to-date PBLA artefact/assessment tracking in the myIWC Master List system.
- Provide learners with action-oriented feedback and opportunities to engage in self-assessment appropriate for their CLB level, considering learners' personal language learning goals and course-specific objectives such as employment readiness.
- Collaborate with the teaching and management team in the evaluation of the LINC to Work model.

- Plan and deliver English as second language modules with a focus on language for employment.
- Be aware of IWC's full range of programs and services, and connect with other IWC program staff to refer clients to appropriate internal services and support clients in meeting a range of settlement and employment needs.
- Prepare and file reports on learners and activities as required by administration.
- Attend professional meetings, conferences, and workshops in order to maintain and improve professional competence.
- Perform other related duties pertinent to the program as required.

## How to apply:

Send a resume and cover letter to the Hiring Committee at [IWChiring@IWCHamilton.ca](mailto:IWChiring@IWCHamilton.ca)

**Application deadline:** Friday, September 30, 2022 at 5:00 pm

Applicants are encouraged to submit their applications as soon as possible, interviews may begin before the posting deadline.

*IWC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*