

LINC to Work Instructor - Permanent

Job Summary: IWC's LINC to Work program delivers language instruction in 60-hour 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.

Rate of pay: \$34.40/hr

Job Location: Three locations in Hamilton, Ontario

Five part-time positions, morning and afternoon (can be combined for full-time): 13.75 hrs/week each.

Required qualifications:

- TESL Ontario Certification (OCELT) or TESL certification from a recognized Canadian institution
- Superior proficiency in use of video conferencing tools to deliver online/HyFlex 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
- Excellent cross-cultural skills
- Positive approach to a multi-level teaching environment
- Knowledge and experience of the Canadian Language Benchmarks and PBLA
- Knowledge of and experience working with ESL adult literacy learners (ALLs) is an asset

Duties and Responsibilities:

1. For each assigned course, use the course outline, activities, resources, and assessments provided to plan and deliver daily synchronous/in person and asynchronous activities to enrolled learners using Microsoft Teams for Education and other applications.
2. For each 6-week part-time course, deliver a total of 60 hours synchronous/in person instruction and 20 hours of asynchronous work, per the schedule provided by management, noting the current schedule is as follows:
 - 2 hrs and 10 minutes synchronous/in person each day, Monday to Thursday (plus break) and
 - total 3-4 hours of asynchronous work weekly
3. Clearly state learning objectives for each lesson. Be prepared daily with materials and lesson plans in alignment with the assigned course and its requirements. Plans must be available at any given time for the Manager of Language Instruction Programs as part of the supervision process.
4. Perform duties associated with Portfolio-based Language Assessment (PBLA) including, but not limited to:
 - Maintaining up-to-date PBLA artefact/assessment tracking in the myIWC Master List system.
 - Observing, evaluating, and documenting learners' work to determine progress and make recommendations for CLB progression, aligned with IWC's PBLA procedural manual, and as follows:
 - i. For each assigned course, apply all the assessments developed for that course. All courses have a minimum of two assessments.

- ii. Requiring a minimum of six (6) artefacts per skill to demonstrate progress in a CLB, considering a balance of skill-using and teacher-administered assessment.
 - iii. In consultation with the Manager of Language Instruction Programs, using discretion to determine whether fewer artefacts are required to progress learners with high achievement in a minimum of four (4) teacher-administered assessments.
 - iv. In cases where an exit test and/or other combination of assessments may demonstrate CLB progress achieved outside of IWC LINC courses, collaborate with the Manager of Language Instruction Programs to assess the learner for appropriate CLB placement.
 - v. Immediately progressing students to a new CLB at any given time during the school year and providing a progress report indicating their progress.
 - vi. Maintaining soft copies of assessments for each learner in the designated space.
5. 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.
 6. Prepare activities in advance such that, in the case of absence, a Supply Instructor may effectively deliver the course activities. In the case of an approved absence, prepare daily activities and materials in advance, and brief the Supply Instructor regarding the planned activities.
 7. Support and maintain the English-only learning environment by communicating with learners and colleagues in English and encouraging others to do the same.
 8. Collaborate with the teaching and management team in the evaluation of the LINC to Work model.
 9. 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.
 10. Prepare and file reports on learners and activities as required by administration.
 11. Attend professional meetings, conferences, and workshops in order to maintain and improve professional competence.
 12. Perform other related duties pertinent to the program as required.

How to apply:

Send a resume and cover letter to the Hiring Committee via email to IWCHiring@IWCHamilton.ca

Interviews to start May 15, 2023. Position will remain posted until filled. Interested parties are encouraged to submit an application as soon as possible.

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.

We thank all applicants for their interest, however only those selected for an interview will be contacted.