



India Rainbow Community Services of Peel (IRCS)

JOB POSTING

Job Position: LINC Instructor
Job ID #: 0310LI
Status: Part-Time – 15 hrs per week (5.30 pm – 8.30 pm, Mon - Fri)
Temporary position covering a maternity leave until May 02nd, 2011
Location: Brampton
Reports to: LINC Manager
Start Date: April 12th, 2010

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to the Peel immigrant community, enabling integration and supporting their settlement, social services, health, and educational needs.

Position Summary:

Under the general guidance of the LINC Manager, the incumbent will design, plan, prepare and deliver English language instruction (Level 3/3) to adult newcomers based on LINC curriculum guidelines.

Responsibilities and Duties: (but not limited to)

- Prepare detailed lesson plans that aligns with the LINC Curriculum Guidelines up to CLB Level 7 using Canadian Language Benchmarks and principles of adult education
- Conduct a needs assessment and use innovation to design and provide effective, appropriate and motivational lessons geared to meet different skill levels within a class
- Adapt learner-centered teaching techniques to suit different learning styles that are consistent with accepted teaching methods
- Develop and maintain a positive and anti-bias classroom atmosphere where participants feel welcome
- Combine classroom teaching with computer lab instruction and apply ESL educational software as an effective teaching tool
- Plan and facilitate field trips and other events in conjunction with the Program Manager
- Maintain clear and accurate records of students and attendance using the Automated Reservation System/HARTs
- Participate in professional development sessions and actively utilize information to enhance teaching
- Assist in program outreach strategies and facilitate referrals to community resources through IRCS's settlement programs
- Contribute and provide support as an active team player in the organization
- Work with Program Manager to resolve any student related concerns that may affect program delivery
- Responsible for all teaching resources, i.e. textbooks, videos, audio cassettes, CDs etc
- Submit monthly reports and maintain up to date files on topics/themes covered within each session
- Attend training sessions and meetings as required
- Mentor, train and assist student placements/volunteers in the classroom
- Additional responsibilities may be assigned depending on the emerging needs of our clients and the program

Qualifications and Skills:

- Related university degree with current TESL Ontario certification
- Minimum 2 years experience teaching English as a Second Language to adults at various levels & diverse cultural backgrounds
- Knowledge & experience of current LINC Curriculum Guidelines, Canadian Language Benchmarks & Principles of Adult Learning
- Ability to adapt teaching methodology to the needs/skill levels of individual learners
- Demonstrated sensitivity to the needs of adult immigrants and newcomers
- Effective communicator with superior verbal and written skills in English
- Strong computer skills in an MS Office environment including proficiency in LINC/ESL educational software
- Solid interpersonal, organizational and leadership skills
- Strong attention to detail and flexible to deal with changing demands of the job
- Ability to work both independently and as a team member

*Qualified individuals should forward their resume & cover letter quoting Job Position and ID # referenced above by **4:30 PM, April 6th, 2010** to:*

Hiring Committee

India Rainbow Community Services of Peel
3038 Hurontario Street, Suite 206, Mississauga, ON L5B 3B9
Email: hr@indiarainbow.org *Fax:* 905-275-6799 *Web:* www.indiarainbow.org

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

Posting Date: March 26th, 2010



United Way Funded Agency