

**Position Title:** Evening LINC Instructor  
**Department:** North Shore English Language Centre  
**Reports to:** Language Lead / Manager - North Shore English Language Centre

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The North Shore English Language Centre (NSELC) offers a wide range of English language learning classes to newcomers on the North Shore including: the LINC program and supported English language programs for seniors and for women experiencing vulnerabilities. Specialized classes are available to temporary permit holders and newcomers wanting to increase their workplace English language skills. The NSELC also offers personalized tutoring options and English language testing programs.

### Summary

The LINC Instructor will be supported by the Language Leads and work under the direction of the Manager of English Language Services. The LINC Instructor will teach and support LINC students to develop their English language skills in accordance with the requirements of the federally funded LINC program.

### Key Responsibilities

- Design, implement, and instruct English as a Second Language classes in a LINC program based on the PBLA (Portfolio Based Language Assessment) guidelines.
- Design PBLA based module plans as well as daily lesson plans following the Canadian Language Benchmarks and the LINC Curriculum Guidelines.
- Develop a diversity of course materials that are based on the Curriculum Guidelines in a task-based program for CLBs L - 7
- Conduct on-going needs assessments with learners, assist them to set learning goals and develop lessons accordingly.
- Design assessment tasks for on-going evaluation of learners' progress based on the Canadian Language Benchmarks and PBLA guidelines.
- Assist learners in organizing and updating their PBLA Language Companions (learner portfolios) as evidence of their learning progress.
- Prepare learners' conference summary and progress reports. Conduct one-on-one interviews with learners to provide feedback on learning progress.
- Provide computer-assisted instruction using language learning software and MS Office programs as needed.
- Integrate online resources and e-learning delivery tools such as LearnIT2Teach in language instruction as needed.
- Maintain attendance records and other documentation as required.
- Organize community connections/special events to enhance learners' participation and cultural experience.
- Facilitate communication between administrative, instructional, settlement service and operations teams
- Support the communication flow between students, volunteers, NSELC and NSMS

operational support staff.

- Seek support and finds solutions to facilitate the smooth delivery of classroom instruction and administrative functions.

### Key Competencies

- **Values.** Behaves consistently with clear personal values that complement NSMS's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Contributes to a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts a culture of accountability; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement.
- **Engagement.** Shows passion for the job engages people in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are meet on time and according to agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns delivery with the strategic directions of NSMS.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet objectives.

### Qualifications:

- TESL certificate from an accredited institution recognized by TESL Canada
- Minimum 1- 3 years of experience teaching English as a Second Language to adult newcomers.
- In depth understanding of and experience using Canadian Language Benchmarks and the LINC Curriculum Guidelines.
- Preference will be given to candidates who have completed PBLA (Portfolio Based Language Assessment) and LearnIT2Teach Stage 2 training.
- Preference will be given to active Tutela members
- Experience providing online training will be an asset.
- Ability to adapt teaching methodology to the needs/skill levels of individual learners.
- Experience working with individuals from diverse cultural backgrounds
- Demonstrated sensitivity to the needs of adult immigrants and refugees.
- Ability to work independently with excellent organizational and time management skills.

### **Additional Information**

Schedule & Hours: Monday/Wednesday/Thursday 6:00pm – 9:00pm

Salary Range: \$27.78 – 29.48 per hour (+ prep time) dependent on experience

Posted until filled. Resumes will be reviewed upon submission

Please send resume and cover letter to:

Hiring Committee: LINC Instructor

Email: [hr@nsms.ca](mailto:hr@nsms.ca)

North Shore Multicultural Society is an Equal Opportunity Employer. Only short-listed applicants will be contacted.