

<b>POSITION:</b> Language Instructor	<b>POSITION STATUS:</b> On-Call
<b>DEPARTMENT:</b> IRCC	<b>HOURS OF WORK:</b> 0-37.5
<b>RATE OF PAY:</b> \$32.59/hr	<b># OF POSITIONS:</b> 2
<b>UNION:</b> Unifor	<b>POSTING PERIOD:</b> Ongoing

**Scope:** The Language Instructor is responsible for the direct delivery of language services to the clients of the Language program. Funding for the Language Training and Skills Development Program is provided by the Government of Canada through Immigration, Refugees and Citizenship Canada (IRCC).

**Classroom Obligations:**

- Teach a daily class in compliance with the Canadian Language Benchmarks, curriculum guidelines, and Portfolio Based Language Assessment (PBLA) requirements.
- Maintain monthly student attendance rates of at least 80%, and provide action plans to improve attendance when rates do not meet the minimum requirements.
- Evaluate students using the Portfolio-Based Language Assessment (PBLA).
- Design and provide professional, appropriate and innovative lesson plans consistent with accepted teaching methods and the needs of students.
- Deliver training in an interactive learning environment.
- Develop and maintain an inclusive and equitable classroom atmosphere where participants are welcome and engaged in learning.
- Maintain a classroom environment suitable for an adult learner.
- Combine classroom teaching with computer lab instruction using language educational software.
- Plan appropriate activities to complement curriculum guidelines.
- Plan learner-centred activities, suitable for newcomers.
- Provide action plans to address and maintain attendance when necessary.
- Respect ethnocultural diversity in the class.
- Engage actively in field trips suitable for adult learners (field trips or outside activities must be planned according to class hours with the funder’s approval).

**Reporting Obligations:**

- Monitor and report student attendance and classroom participation.
- Provide weekly lesson plans, monthly and yearly reports, conference summaries and progress reports to the Program Manager in a timely manner.
- Maintain and provide accurate statistical and attendance information.

- Conduct regular skills assessments and evaluations.
- Contribute to the success of program goals and outcomes.

#### **Miscellaneous**

- Support and participate in W5 events in cooperation with colleagues.
- Participate in staff meetings, organizational training sessions, and professional development workshops.
- Demonstrate adherence to organizational policies and procedures, its mission and mandate.
- Other duties as assigned by the Program Manager.

#### **Qualifications:**

- **Valid TESL certification or certification in progress.**
- Post-secondary degree/training in Adult Education or related field.
- Ability to speak more than one language – an asset.
- Proficiency in MS Office applications, and use of the internet.
- Strong communication and interpersonal skills.
- Ability to work in a diverse multi-cultural environment.

W5 welcomes diversity in the workplace and encourages applications from all qualified individuals, including 2SLGBTQIA+, Visible Minorities, Indigenous People, and persons with disabilities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), W5 is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.