



ECSD LINC Program – Job Description Teacher

Job Title: Teacher

Reports To: Coordinator

PRIMARY FOCUS/OVERALL ACCOUNTABILITY:

Provide basic English language instruction to adult newcomers to facilitate the social, cultural, and economic integration of immigrants and refugees into Canada.

JOB RESPONSIBILITIES AND ACTIVITIES

1. Foster a welcoming, safe and positive learning atmosphere for students;
2. Teach the LINC class assigned;
3. Conduct a needs assessment and plan course content based on students' preferences;
4. Deliver LINC instruction to immigrant students emphasizing settlement issues and multicultural inclusion;
5. Create module/lesson plans following assigned LINC Curriculum, and a Task-Based Language Teaching approach (TBLT);
6. Instruct and assist students with language learning software in the LINC computer lab;
7. Organize and go on field trips that fit within TBLT and PBLA;
8. Test/assess and record student achievement referenced to the Canadian Language Benchmarks and Portfolio Based Language Assessments (PBLA);
9. Prepare student progress reports at the end of each session and hold conferences with students regarding their progress (Evening teachers will also prepare mid-session progress reports);
10. Ensure there is a generic lesson plan for one full day in the Sub Binder. In the event of a known absence, leave a complete and current lesson plan for one day for the substitute teacher;
11. Arrange for a substitute teacher after office hours and on weekends or holidays;
12. Ensure classrooms are clean and tidy at the end of the working shift, as classrooms are shared spaces; and,
13. Work as a team participating in and contributing to materials exchange, staff meetings, professional development, potlucks and field trips.

JOB QUALIFICATIONS

- Bachelor's degree in Education, Alberta teaching certificate is preferred;
- Alternate bachelor's degree, and
 - 1-2 years of ESL/EAL teaching experience, or
 - TESOL certification, or
 - A commitment to take ACE course for qualification.
- Language Proficiency Requirements, if required:
 - TOEFL iBT – 92 or more with a minimum of 22 in each skill;
 - IELTS General or Academic – 7.0 overall score with a minimum of 6.5 in each skill; or,
 - CELPIP General – 10 in each skill.
- Must complete the online CLB Bootcamp Training prior to commencing employment;
- TESL Canada Professional Certification (Standard One or higher) is an asset;
- Experience working with adult ESL learners at various levels;
- Possess cultural awareness and sensitivity;
- Demonstrated capability in developing curricula;
- Strong computer skills and knowledge incorporating technology into the ESL classroom; and,
- Ability to work independently with solid time management and organizational skills.