

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Alicia Higgison
Chairperson of the Board



Erin Kelly
Director of Education

LANGUAGE ASSESSOR

The Greater Essex County District School Board invites applications from qualified applicants for the, unionized (O.S.S.T.F.-L.E.S.E.), position of full-time, permanent, Language Assessor.

Nature & Scope of Position:

Under the direction of the Social and Community Services Coordinator, the Language Assessor is responsible for the following:

- Determine client's Canadian Language Benchmarks (CLB) through application of the most appropriate Canadian Language Benchmarks Assessment (CLBA) tool, Canadian Language Benchmarks Literacy Assessment (CLBLA), Canadian Language Benchmarks Placement Test (CLBPT), Enhanced Language Training Placement Assessment (ELTPLA 6-10), Canadian Language Benchmarks Literacy Placement Tool (LPT) and Workplace Language Assessment (WLA).
- Review CLB assessment results, provide client with explanation of results, and print report for client.
- Input necessary assessment data into CLARS database.
- Navigate the CLARS database to provide client with information on available language classes at federally or provincially funded Language Training Providers.
- Conduct initial assessments to confirm client eligibility. Confirm the client's main goal is language training and check if client has had previous language assessment and the timeframe.
- Identify special needs (i.e. visual impaired) as well as the need for additional settlement services (i.e. daycare).
- Refer client to class or waitlist and provide client with information about next steps.
- Establish a good understanding of all LPT's delivery model of language training, up to date information on courses, schedules, training sites as well as all related services offered such as child care, wheelchair accessibility and services for special needs groups.
- Assume other duties/responsibilities related to client/program needs as determined by the Social and Community Services Coordinator.

Qualifications

- A university degree in a related discipline such as Language or Education.
- T.E.S.L. Ontario Accreditation.
- Must have strong communication in English and French (written and verbal).
- Experience in English as a Second Language (E.S.L.) instruction or related field.
- Travel within Windsor-Essex County and Chatham, Ontario is required to provide assessment services.
- Proficient in Microsoft Office programs including Outlook, Word, Excel and PowerPoint.
- Ability to learn new computer programs/software and proficiency in internet navigation.
- Demonstrate a commitment to and documented success in working to create a fair, inclusive, anti-racist environment for all stakeholders, and to supporting diverse constituencies and populations.
- Must have reliable transportation and possess an Ontario Driver's License.

Qualified candidates are invited to apply in writing, giving full particulars as to education, qualifications and experience by visiting www.applytoeducation.com no later than **4:00 p.m., Tuesday, November 30, 2021. Please note there is no fee to apply to this position. You must apply under the actual job posting number: 3124971**(under Management and Professionals). In support of the Board's Indigenous Protocol, applicants of First Nations, Métis and Inuit descent may apply to fnmicareers@publicboard.ca. **No other form of submission will be accepted by external candidates.**

The Greater Essex County District School Board actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- persons with visible and/or invisible (physical and/or mental) disabilities;*
- persons who identify as women; and*
- persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.

We will make the necessary accommodations for applicants to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.

Human Resources Department – External Posting – 2021 10 20