



Revised July 2017

JOB DESCRIPTION
ENGLISH AS A SECOND LANGUAGE INSTRUCTOR (LINC)
Care for Newcomers, Red Deer, AB

Position Purpose: The LINC ESL Instructor contributes to C.A.R.E.'s mission and vision by providing English language instruction to newcomers, which helps them to become self-sufficient and to communicate with other members of the community. We have part-time, full-time and subbing positions for this program.

Accountability: Reporting to the English Language Instruction Manager, the LINC ESL Instructor provides English instruction to students in the LINC (Language Instruction for Newcomers to Canada) ESL program at C.A.R.E., as member of the ESL team and C.A.R.E. organization.

Key Responsibilities:

- 1) Provide daily ESL instruction that increases students' English language capabilities and understanding of Canadian culture and the local community, as assigned by the Program Manager.
- 2) In conjunction with the Program Manager and Lead Teacher, develop module and lesson plans that meet student needs and adhere to the CCLB's Portfolio-Based Language Assessment requirements.
- 3) Assess and monitor the progress of each student throughout the semester with reference to the Canadian Language Benchmarks, with timely and accurate feedback to the students and timely and accurate reporting to the Program Manager.
- 4) Contribute to the overall quality of C.A.R.E.'s ESL program by attending team meetings, training sessions and other relevant team or agency cooperative efforts.
- 5) Keep accurate records for reporting.

Performance Indicators:

- Accuracy of student assessment as observed by the Program Manager
- Overall student satisfaction with classroom environment and instruction
- Quality of classroom instruction as observed by the Program Manager
- Quality of module and lesson plans
- Participation and contribution to team meetings and team/agency efforts

- Demonstrated implementation of training and professional development
- Accuracy and timeliness of reporting

Required Competencies, Knowledge, Skills and Abilities:

- B.Ed. or Bachelor's degree in a related field
- Eligible for TESL Canada Standard 1
- Experience and/or training in teaching English as a Second or Additional Language
- Awareness of philosophy and methods of adult education
- Demonstrated sensitivity to and understanding of the challenges faced by newcomers to Canada.
- Well organized with the ability to work independently and as a team member
- Excellent inter-personal skills

Please send your cover letter and resume to Lisa Ramsay at hr@care2centre.ca