OVERVIEW
Operating for over thirty years, The Multicultural Association of Greater Moncton (MAGMA) has steadily grown as an unmatched provider of settlement services to refugees and newcomers in the Greater Moncton Area. Our non-profit organization plays a key role in the lives of its clients, and the promotion of diversity as a rich boon to our region.

JOB OPPORTUNITIES
The Language Department delivers English as an Additional Language (EAL) courses to newcomers in the Greater Moncton Area and is currently reviewing applications for a variety of Full-Time and Part-Time Teaching positions such as:

Daytime opportunities:
- EAL Teachers for Newcomers to Canada – 20 to 40h per week
- EAL Instructional Assistant – 25h per week

Evening opportunities:
- EAL Conversation Circle Teacher – 20h per week
- EAL Teacher Francophone International Student Retention Pilot – 20h per week

GENERAL DESCRIPTION
MAGMA Teachers are responsible for adhering to funders’ and stakeholders’ standards in planning and delivering settlement language training, as well as in assessing / evaluating student learning, based on the Canadian Language Benchmarks (CLB) framework, the LINC (Language Instruction for Newcomers to Canada) curriculum framework and Portfolio-Based Language Assessment (PBLA). As such they:

- Conduct needs assessments to determine settlement themes/topics and language points students need most; develop long-range, module and daily lesson plans accordingly.
- Apply the LINC and CLB frameworks by planning learning and applying learner-centered and task-based methods to build students’ language skills and knowledge of Canadian life and culture.
- Regularly incorporate PBLA through ongoing classroom-based assessment to collect information about student learning to inform teaching and student learning throughout the term; evaluate students’ performance by reviewing collected evidence.
- Demonstrate ability to be supportive and flexible with awareness of the common barriers that adult EAL learners may face outside of class.
- Provide an appropriate learning environment that is validating, encouraging, connected to the real-world, and supportive of lifelong learning.

MAGMA Teachers and Facilitators are responsible for the prompt completion of administrative tasks that ensure the effective operations of their classes, and as such:
- Record student attendance and archive attendance information.
- Inform students of attendance policies and procedures; implement and document attendance management procedures.
- Prepare a long-range curriculum plan per term, weekly/monthly module plans and daily lesson plans according to established deadlines.
- Provide various reports on teaching activities as required.
- Prepare student progress reports at the end of each term and hold student conference meetings.

**REQUIRED QUALIFICATIONS**
Priority will be given to candidates who can clearly demonstrate the following:

**Education**
- Bachelor’s degree in Education, Languages or a related field is required.
- TESL Canada certification is required.
- Applied knowledge of the Canadian Language Benchmarks (CLB) and Portfolio-Based Language Assessment (PBLA).
- Completing or completed Stage 2 of the LearnIT2Teach training and proven ability to integrate technology and plan and deliver blended learning.

**Experience**
- 3-5 years’ experience in TESL (Teaching English as a Second Language).
- Experience teaching Adults.

**Languages**
- Excellent written and verbal communication skills in English.
- Basic fluency in French is a strong asset.
- Additional languages are an asset.

**Other**
- Strong communication and relationship building skills.
- Strong technology skills; can use Microsoft Office Suite and educational technologies.
- Excellent time management skills.
- High degree of professionalism.

**CORE COMPETENCIES**
The candidate should demonstrate the following:

- **Leadership:** Leads, coaches and develops others through clear communication, setting expectations, providing recognition and consistently following through on commitments. Models high standards of ethics and integrity.
• **Diversity and Cross-Cultural Competency:** Demonstrates cultural sensitivity and the ability to work with clients and colleagues coming from diverse backgrounds.

• **Communication and Interpersonal Skills:** Fosters open communication and dialogue by sharing information, listening effectively, speaking honestly, and preparing written communications. Explains concepts clearly by providing concise and organized messages.

• **Decision-making / Problem Solving:** Considers the impact on the department, organization and other stakeholders when making decisions. Makes timely and sound decisions, even under situations of uncertainty. Acts decisively and creatively when implementing solutions to ensure they are in alignment to the vision and values of MAGMA and the Language Department.

• **Initiative and Creativity:** Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal supervision.

• **Organization:** Manages multiple projects; able to plan, set priorities, delegate work and meet timelines consistently; uses goals to guide actions; organizes and schedules people and tasks effectively.

• **Flexibility:** Remains open-minded; performs a wide variety of tasks and changes focus quickly as demands change; manages transitions from task to task effectively.

• **Team-Building and Cooperative Partnership:** Facilitates consensus and proactively avoids conflicts with individual and groups through effective communication and problem resolution.

• **Integrity:** Understands that dealing with a vulnerable population requires that they conduct themselves with honesty, transparency and responsibility in all matters, and can provide a valid criminal record check.

**CORE STAFF DUTIES**

The following core responsibilities are required of all MAGMA staff:

• **Event Participation:** As a multicultural association, which networks extensively with other organizations as well as hosting a wide variety of events, MAGMA staff are asked to be flexible in arranging to take part, as these events usually take place outside of regular working hours. While each staff’s role may involve specific activities, the staff are required to attend core events including the Annual General Meeting and the Mosaïq Multicultural Festival. Time spent at these events is taken in lieu.

• **Administration:** As a government-funded organization we are required to report in detail on our activities. Staff are therefore required to submit a variety of regular reports on the fulfilment of their role requirements.

**NOTE:** This job description is not intended to be all-inclusive. Employee may be expected to perform other related duties as negotiated to meet the ongoing needs of the organization.

**HOW TO APPLY**

To apply, please forward your cover letter and resume to hr@magma-amgm.org.

Please indicate the role you are applying for, and clearly demonstrate how you meet the requirements indicated above.