

JOB REQ.#: 2019-QCIC-006

POSTING TITLE: Instructor, Distance Education (LINC Home Study and Online English) , Centre for Education and Training

HIRING DEPARTMENT: LINC Home Study Ontario

TERMS OF EMPLOYMENT: Casual

REPORTING TO: Coordinator

LOCATION: Working from Home

START DATE: April 1, 2019

END DATE: March 31, 2020

SALARY: 26.37 - 26.37, Hourly + 4% Vacation

LENGTH OF (CONTRACT) 12 Month

BENEFITS: No

NO OF POSITIONS: Multiple

<p>SUMMARY:</p>	<p>We are recruiting instructors for the LINC Home Study program funded by IRCC and Online English funded by the Province of Saskatchewan. We provide a self-paced distance language training program for immigrants to Canada who are unable to attend classes in person. Eligible immigrants enrol in the program to obtain/improve the English language skills required to function in Canadian society. Instructors deliver weekly instructional sessions by phone or VOIP, as well as monitor and facilitate students' independent study. Instructors work remotely from home</p>
<p>DUTIES & RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Manage 8 to 20 students based on program need and Supervisor's discretion, on a continuous intake basis for those with Canadian Language Benchmarks (CLB) skills 2-8 • Provide weekly, one-on-one instruction by phone /VOIP for assigned students according to mutually agreed time and schedule • Record details of weekly student appointments in the Learning Management System (LMS) • Conduct an initial needs assessment and develop a learning plan for each new student within 2 weeks of first contact • Regularly assign homework and provide meaningful and constructive performance feedback to students on a weekly basis • Develop/adapt and deliver CLB-based learning activities that augment the core curriculum to support student learning goals as needed • Conduct initial and ongoing needs assessment and assessment of progress towards learning outcomes for each student • Complete quarterly reports of student progress in the LMS • Create and maintain student portfolios • Attend meetings and professional development activities as required • Adhere to program policies and guidelines • Collaborate and knowledge share with peers for personal and program development • Other duties as assigned related to program development and delivery

QUALIFICATIONS:	<ul style="list-style-type: none">• Relevant post-secondary education or equivalent• Current TESL Canada or TESL Ontario certification• Minimum 2 years' experience teaching LINC/ESL• Demonstrated understanding and application of the Canadian Language Benchmarks, LINC Curriculum Guidelines, and National Language Placement and Progression Guidelines• Ability to work independently and remotely (private space with computer, high speed internet access and phone)• Excellent oral and written communication skills• Strong interpersonal skills• Demonstrated proficiency in using common computer applications and web-based tools/applications• Experience in distance learning and/or educational technology an asset• Availability during evenings and/or weekends for student appointments an asset• American Sign Language (ASL) teaching experience an asset• A satisfactory Vulnerable Sector Screening from the appropriate police service at candidate's own expense
OTHER DETAILS:	