



POLYCULTURAL

IMMIGRANT & COMMUNITY SERVICES

Job Posting

Position Title	Supply Instructor
Organization Structure	Reports to the Program Manager
Job classification	Instructor
Job Status	Supply/On-Call
Location	Etobicoke/Mississauga/Scarborough
Wages	\$30.30/hr
This is a bargaining unit position	

Scope

To provide language instruction to newcomers to Canada; to develop a program based on LINC curriculum and CLB Benchmarks; to assist the intake/administrative and settlement staff in implementing the settlement component to the program.

Responsibilities

- To assess students in each class to determine their needs and goals
- To consider the needs and goals of the students in developing the curriculum implementation
- To develop lesson and long range plans which consist of appropriate themes, goals, and objectives to be covered in each instructional session
- To incorporate speaking, listening, reading, and writing into daily activities
- To specify the learning outcomes expected by the end of each instructional session
- To organize suitable instructional materials, visual aids, and books
- To assess student progress according to Canadian Language Benchmarks and Portfolio Based Language Assessment (PBLA) on an ongoing basis
- To participate in communicating the attendance/participation guidelines and expectations for students
- To plan and organize local field trips
- To create a comfortable, non-threatening, and engaging environment for the students
- To be aware of cultural differences and ensure that the rights of all students are respected
- To develop students' understanding and appreciation for Canadian society, culture, and traditions
- To carry out administrative, record-keeping, and reporting duties as required (e.g., collect and provide daily attendance and other statistical information)
- To participate in required professional development activities (e.g., workshops, conferences and staff meetings)
- To assist in training and supervision of placement students/volunteers

Competencies

Adaptability

Changes behavioral style or method of approach when necessary to achieve a goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives

Communication

Using a variety of communication styles and strategies to foster open communication, the exchange of information and discussion on an ongoing basis

Planning & Organizing/ Time Management

Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective; Sets priorities, goals, and timetables to achieve maximum productivity



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Service

Demonstrates strong commitment to meeting the needs of co-workers, managers, clients, or community members, striving to ensure their full satisfaction.

Continuous Learning

Demonstrates eagerness to acquire necessary technical knowledge, skills, and judgment to accomplish a result or to serve clients' needs effectively; Has desire and drive to acquire knowledge and skills necessary to perform job more effectively

Qualifications

- TESL Ontario certificate and TESL Ontario membership in good standing; OCT is a definite asset
- University degree in adult education
- Strong background and abilities to plan, organize the instruction for adult learners
- Solid knowledge of Canadian Language Benchmarks and experience in assessing students' progress according to CLB (familiarity and experience with PBLA an asset)
- Experience in English language instruction
- Demonstrated commitment to diversity and inclusion to effectively interact/work with diverse students and staff
- Effective communication within a team environment, with staff, students, community, and agency stakeholders
- Demonstrated ethical judgment and professional boundaries
- Demonstrated sensitivity to the needs of diverse newcomers
- Excellent communication and interpersonal skills
- Strong computer skills and excellent writing skills
- Ability to be creative and flexible in planning

*Please forward your application to the Hiring Committee with cover letter explaining your interest in this position as an attachment in MS Word in one document with the file name: **Last name first name** to:*

Polycultural Immigrant & Community Services

17 Four Seasons Place, Suite 102

Toronto, Ontario M9B 6E6

Email: resumes@polycultural.org

Polycultural reserves the right to post internally and externally.

In support of persons with disabilities, Polycultural asks that job applicants with disabilities who require accommodation in the recruitment and selection process, to please advise Human Resources, if contacted for an interview/testing, so that suitable accommodation can be arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards). If you require assistance in sending your resume due to a disability, please contact Human Resources directly.

We thank everyone for their interest in Polycultural; however only those selected for an interview will be contacted. Polycultural Immigrant & Community Services hires on the basis of merit and is committed to employment equity.

No Phone calls please