



Job Posting

Posted February 2024

Position Title:	Substitute Language Instructor Casual, on-call
Program:	Language Services
Reports to:	Language Services Coordinator, Executive Director
Start Date:	As soon as possible

Summary:

The language program at Vernon & District Immigrant & Community Services Society offers a wide range of English language learning classes to newcomers in the North Okanagan ranging from Literacy to CLB 8.

The Substitute Language Instructor will deliver level appropriate Literacy – CLB 8 English skills to adult newcomers while increasing their understanding of Canadian local, social, workplace and cultural norms.

The Substitute Instructor will be supported by the Classroom Instructors and work under the direction of the Language Services Coordinator. The Substitute Instructor will teach and support students to develop their English language skills in accordance with the general requirements of the federally funded Language program.

There is potential for regular hours in the future for the appropriate candidate.

Responsibilities:

- Guided by the Classroom Instructors, teaches CLB-aligned skill-building language and settlement lessons to adult newcomers to facilitate their social, cultural, economic and political integration into Canadian society.
- Teaches lesson(s) prepared by the Classroom Instructors.
- For teaching assignments lasting more than one day, may be required to create daily lesson plans, prepare materials to support the lesson plan and deliver task-based lessons covering speaking, listening, reading, and writing skills.
- Maintains current and accurate class records. Takes daily attendance communicates information about class and students with the Classroom Instructor and Language Services Coordinator as requested.
- Performs other related duties as assigned.



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Qualifications:

- Degree from a recognized university and a certificate or diploma from a TESL Canada recognized training institution preferred.
- Experience teaching or facilitating groups of adults.
- Experience communicating with adult newcomers.
- Knowledge of Canadian Language Benchmark competencies and associated resources (training can be provided).
- PBLA training and/or Settlement Language experience an asset.

Skills and Abilities:

- Ability to communicate fluently and accurately in both written and oral English.
- Demonstrated ability to deal effectively and courteously with students, staff and the public who may come from differing cultural and linguistic backgrounds.
- Strong multi-tasking and classroom management skills.
- Demonstrated proficiency with current technology tools, (Zoom in particular).
- Demonstrated ability to prioritize, organize and complete tasks with minimal supervision.
- Ability to set and maintain ethical boundaries with students and manage self-care.
- Ability to carry out the duties of the position.

Applications:

- Send resume and cover letter to wendy.zarr@vdcicss.org
- All applicants must be eligible to work in Canada.
- We thank all applicants; however, only those shortlisted will be contacted for an interview.