



Immigrant and Refugee  
Community Organization of Manitoba

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**HOMEWORK EDUCATION FOR YOUTH (HEY) TEACHER & SCHOOL LIAISON**  
**Permanent, Full-time (37.5 hours/week) Position**  
**July 2019**

**Position Summary and Purpose:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Homework Education for Youth Teacher/School Liaison supports the educational needs of newcomer children and youth by providing:

- student support and advocacy
- individual needs assessment and goal-setting
- instructional resources and activities,
- records management, and
- coordination of family, community, volunteer and staff supports

**Candidate Profile:** The HEY Teacher & School Liaison is an experienced educator and leader committed to IRCOM's vision and mandate to empower newcomer families to integrate into the wider community through affordable transitional housing, programs, and services. This individual is a detail oriented, efficient and resourceful individual with strong interpersonal, organizational and administrative skills, able to meet the challenges of working with a culturally diverse group of community members. The ideal candidate will be able to multi-task in a fast-paced environment prioritizing tasks and executing them to a high degree of accuracy while upholding IRCOM's values.

With the supervision and support of the After School Program (ASP) Co-Managers, the HEY Teacher and School Liaison is responsible for the following:

**DUTIES & RESPONSIBILITIES**

**Student Support and Advocacy (30%)**

- Foster and maintain a safe, accessible, supportive, respectful and orderly environment in which trusting relationships and learning conversations can occur for diverse newcomer child and youth participants
- Establish rapport with all students and their families and encourage regular communication
- Develop, adapt and share successful parental involvement strategies with parents of participants regarding their educational and other needs
- Liaise with school staff, HEY/ASP/Community Resource Program teams to provide 'wrap around,' holistic supports for program participants according to individual strengths and challenges
- Liaise with community agencies involved with students and advocate on behalf of students/ parents as needed
- Develop and coordinate appropriate holistic supports for student adaptation to the classroom environment, school structure, and routines

**Team & Inter-Departmental Coordination and Support (25%)**

- Mentor, coach and coordinate the work of HEY Educational Assistants and volunteers
- Responsible to assist and support HEY Educational Assistants in program implementation, facilitation of learning conversations, and communication with parents
- Responsible to assist HEY Educational Assistants and ASP staff by modelling instructional approaches, lessons, hands on activities for students with special learning needs
- Ensure students and volunteers follow all applicable HEY/ASP procedures and guidelines and IRCOM policies
- Develop, distribute and update program calendars

- Ensure Volunteer and Community Services Coordinator or designate has advance knowledge of all volunteer opportunities, arising issues with volunteers, and changes to schedules involving volunteers
- Participate in team, inter-departmental and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development opportunities
- Perform other duties as assigned by ASP Co-Managers or designate

#### **Development and Delivery of Instructional Resources and Strategies (25%)**

- Develop grades 7-12 curriculum linked learning materials, lesson plans, and activities that engage youth and support learning objectives
- Adapt, develop and implement multiple teaching strategies for learners of diverse backgrounds
- Adapt, develop and implement supplementary English as Secondary Language modules
- Assist newcomer youth to improve their language, numeracy, mathematic, science and problem solving skills
- Create and incorporate use of information technology into educational strategies
- Facilitate workshops and introduce enrichment curricula

#### **Student Assessment and Goal Setting (10%)**

- Assess and identify individual participant strengths and challenges, including students with special or specific learning needs
- Continually assess student progress and keep students and parents well informed via daily feedback and occasional home visits
- Create instructional goals together with HEY Educational Assistants
- Assist newcomer youth to set promising career goals

#### **Records Management & Reporting (10%)**

- Collect, collate and maintain key program and participant documents
- Document and maintain students' skills and learning in Student Learning Profiles
- Report individual student and program data to the funder per guidelines
- Assist ASP Co-Managers in conducting HEY program evaluation
- Prepare and submit monthly program and participant reports to ASP Co-Managers
- Collect and track data (including school assessments) related to student progress to mastery of standards

### **QUALIFICATIONS**

#### **Required Qualifications**

- Manitoba Teacher certification plus a minimum of 3 years direct high school teaching experience
- Experience using the Manitoba Education EAL Stages and/or the Canadian Language Benchmarks in lesson planning (Non-Canadian teacher accreditation and experience may also be considered)
- Knowledge of diagnostic assessments and Assessment for Learning to determine specific learning / programming needs of participants
- Knowledge and ability to support success of participants in core Provincial curricula and in Manitoba education system
- Knowledge and experience of teaching utilizing an integrated approach
- Proven ability to implement effective academic programs and behavioral strategies in various settings
- Experience with later literacy and numeracy assessments, student goal setting and career planning
- Strong organizational skills and the ability to prioritize work
- Demonstrated ability to work in a team and collaboratively with other staff and outside agencies
- Strong written and oral English communication skills
- Extensive computer experience with Microsoft Office applications especially MS Excel
- Excellent cross-cultural and team work skills
- Strong understanding of the immigration process and challenges with the school system and learning that newcomer youth, both refugees and immigrants, might face

- Must be resourceful, highly motivated, creative and able to mentor and coordinate staff team
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/employmentopportunities/>)

**Desired Qualifications:**

- International education and/or experience
- Training and experience utilizing Technology Education Program
- Training and experience in teaching physical sciences
- Experience or training in resource, special education and/or counseling
- Knowledge of a second language
- Previous volunteering/community involvement in supporting and empowering newcomer community

**Schedule:** This is a permanent, full-time (37.5 hour/week) position. Work hours are primarily between 1 to 9 p.m. Monday to Friday, with occasional morning and weekend hours required.

**Wage:** \$23.36/hour

**Benefits:** Group insurance (life, LTD, AD&D, dental & extended health)  
Professional development opportunities  
Collaborative, family-friendly and supportive working environment

**Application Process:** All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, refugees, immigrants, visible minorities, persons with a disability, or any other groups that are typically under-represented in the workplace.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Review of applications will begin on **Monday, July 15<sup>th</sup>, 2019** and continue until a candidate is selected:

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.