



Immigrant and Refugee
Community Organization of Manitoba

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ENGLISH AS A SECOND LANGUAGE INSTRUCTOR CASUAL, ON CALL POSITION

December 2019

Position Purpose and Summary: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the English as a Second Language Instructor improves the reading, writing and speaking skills of newcomer adults by designing and developing needs based curriculum, providing in-class instruction and leadership, assessing student progress, managing records, and by supporting the IRCOM staff team.

Under the supervision of the Director of Programming, the substitute ESL Instructor has the following duties and responsibilities:

In-class Instruction and Leadership (60%)

- Implement curriculum and adapt to student needs
- Assist students in creating and maintaining a language portfolio according to Portfolio Based Learning Assessment (PBLA) guidelines
- Actively engage and give guidance to volunteers and practicum students and ESL practicum teachers in delivering the lessons and activities
- Assist with preparation and implementation of special events including International Adult Learners Week, Winter Celebration at Hugh John Macdonald and Graduation
- Lead extracurricular outings
- Facilitate external presentations

Needs Based Curriculum Design and Development (20%)

- Assess language and learning needs for newcomer Phase I students and produce summary report
- Design and develop ESL literacy curriculum that encompasses essential community integration skills
- Develop listening, speaking, reading, writing and numeracy materials
- Plan level appropriate lessons
- Recommend and plan appropriate field trips and presentations throughout the year

Student Assessment and Records Management (25%)

- Develop Canadian Language Benchmark (CLB) compatible student assessments in accordance with PBLA
- Create class lists with NLI manager, using CLB levels, childcare requirements and other support needed as guidance
- Grade assessments in accordance to Language Instruction for Newcomers to Canada(LINC) and CLB guidelines
- Complete and submit monthly, mid-year, and year-end iCare and other reports as assigned by the Newcomer Literacy Initiative (NLI) Manager

Team and Inter-department Support (5%)

- Assist NLI Manager to compile summary of activities and photos for promotional purposes
- Identify and inform the NLI Manager of arising trends, program gaps and needs, and potential responses
- Contribute to the development of NLI policies, their revision and implementation.
- Participate in ongoing professional development
- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Perform other duties as assigned by NLI Manager

Required Qualifications:

- Ability to teach literacy students from Foundations to CLB 4
- TESOL Certificate
- Criminal Record Check (vulnerable sector, not older than 6 months)
- Child Abuse Registry Check (not older than 6 months)
- Must be able to substitute at all our three downtown sites
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/about-us/work-here/>)

Hours of work: 5 hours of teaching per day (9:00-11:30 and 1:00-3:30). An additional 2.5 hours for preparation if there is no lesson plan provided.

Wage: \$21.50 per hour

Benefits: 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. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, persons of colour and/or persons with a disability.

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.

Applications must be submitted by 12 pm, noon on **Wednesday, January 08, 2020** to:

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

In your cover letter, please include the days and times you are available for casual work.

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