



Immigrant and Refugee
Community Organization of Manitoba

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ENGLISH AS A SECOND LANGUAGE (ESL) TEACHER – CASUAL, ON CALL

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Substitute ESL Teacher is an individual who integrates and balances:

- knowledge of newcomer language learning needs,
- ability to communicate with diverse adult students,
- initiative and good teamwork skills,
- formal training as evidenced by a TESOL certificate
- strong, creative teaching skills and experience,
- experience teaching Foundations to CLB2 students, and
- passion to empower newcomers with English skills

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Substitute ESL Teacher 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.

With the supervision and support of the Community and Child Care Programs Manager, the Substitute ESL Teacher has the following:

DUTIES AND RESPONSIBILITIES:

In-class Instruction and Leadership (100%)

- Adhere to the curriculum and lesson plan as assigned by regular teacher
- When directed by regular teacher come up with curriculum and lesson plans as appropriate.
- Actively engage and give guidance to volunteers and practicum students and ESL practicum teachers in delivering the lessons and activities

REQUIRED QUALIFICATIONS:

- Ability to teach literacy students from Foundations to CLB2
- TESOL Certificate
- Criminal Record Check (vulnerable sector) and clear Child Abuse Registry Check (not older than 3 months)
- Proof of COVID-19 immunization
- Must be able to substitute both our downtown sites
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here/>)

WORK SCHEDULE AND LOCATION: This is an on-call position with 5 hours of teaching per day (9:00-11:30 a.m. and 1:00-3:30 p.m.) when called in. An additional 2.5 hours for preparation if there is no lesson plan provided. Classes will occur at either the 95 Ellen St or 357 Bannatyne Avenue location.

WAGE: \$22.87/hour

APPLICATION PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

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.

**Application review will begin after 12 pm, noon on Wednesday, March 15, 2023
and will continue until a candidate is selected**

Please direct applications and inquiries to:

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

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.