

Job Posting

Organization: TNO - THE NEIGHBOURHOOD ORGANIZATION	Department: Newcomers Services
Program/Project: Language & Skills Development Programs	Position Title: LINC Teacher
Location and Hours of Work: TNO sites and offsite 9 hours per week	Position Type: Contract Part-Time Ending March 31 st , 2022
Expected Start date: ASAP	

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thorncliffe Neighbourhood Office*) is a community based multicultural, multi-service agency, which offers a broad range of programs to serve Thorncliffe Park, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life.

Program/Project Description:

The Language and Skills Development Program stream provides services that facilitate social, economic and civic integrations of newcomers into the community and the society at large. Services provided include needs assessment, service planning, information and referrals, reception and orientation, translation, interpretation and introduction to community resources.

Position Summary:

The LINC Teacher coaches the LINC clients who are newcomers to Canada as per the LINC curriculum and Canadian Language Bench-mark (CLB) and Portfolio Based Language Assessment (PBLA) standards to help the clients achieve fluency in English to help them integrate into the Canadian society and the economy. The position is responsible for developing the student's service plan jointly with the students. This position also requires developing an outreach strategy for the neighbourhood, newcomers and their families. Supports and actively engages in TNO's community development principles and initiatives (It's derived from current TNO's Strategic Directions).

Main Tasks & Responsibilities:

- Teaches lessons through oral presentations, interactive sessions and role plays
- Uses audio/video equipment's to present information
- Provides online/photocopies of lessons and homework assignments
- Accompanies clients to learning based field trips
- Runs mock sessions like citizenship ceremonies and elections
- Prepares lesson plans according to clients' abilities
- Submits monthly module plans, assessment grids, weekly plans and monthly reports to the Manager
- Based on lessons prepares and administers written and oral assignments/ tasks
- Evaluates clients based on their performance in class tests as per PBLA guidelines
- Prepares required materials for classroom instruction and remote teaching
- Prepares report cards and conference summary
- Creates and updates all required reports including monthly reports and plans
- Provides administrative support to the program
- Actively participates in program's community development activities including advocacy, outreach and community engagement activities.
- Be part of a newcomer network of community based development
- Informally supervises and or trains interns, volunteers and practicum students
- Nurtures community members for leadership
- Collaborates with localized community events
- Networks with other staff, attends staff meeting & agency events including United Way related activities, staff social events, community events, staff and agency committees.
- Performs other duties as assigned

Qualifications:

Education

- The minimum level of education preferred is a Bachelor’s Degree in English or English language teaching and must be Ontario TESL Certified

Experience:

- One to three years of experience preferred in TESL, experience of teaching ESL and the knowledge of CLB 1-8 and experience teaching students/clients with a multicultural background

-Equipment Used:

- Proficiency in the use of computers including word processing, projectors, fax machines, printers and photocopiers, overhead projector, DVD and VHS

-Other:

- Computer Assisted Language Learning (CALL)

Working Conditions:

Hours of Work:

Successful candidate would be required to work regular hours for 9 hours per weeks, and flexible between 8:30AM to 8:00PM besides evening shifts and weekends as decided by program requirements.

Location:

This position will be located within any of TNO’s service locations based on community and program requirements. The locations (multiple) for this position may be added or moved to new addresses in the future according to the community and program requirements. “TNO - THE NEIGHBOURHOOD ORGANIZATION is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities and members of ethno-racial, aboriginal, immigrant, francophone, refugee, LGBTQ+ and disabled community groups to apply and self-identify.”

How to apply:

*To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources Department by **Wednesday May 5th, 2021 by 5:00PM.***

[CLICK HERE TO APPLY](#)

Or

Attn: Human Resource

TNO - THE NEIGHBOURHOOD ORGANIZATION

1 Leaside Park Drive, Unit

7 Toronto, Ontario, M4H

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TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code please contact 416-467-0126

For more information visit: <http://www.tno-toronto.org>

We thank all applicants for their interest but only those selected for further consideration will be contacted