

## **LINC Instructor**

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking a **LINC instructor** to join the Language Instruction for Newcomers (LINC) program. We have a **part-time contract position** available for LINC Instructors. TNO is a great place to work and we make a difference in the communities we serve.

You will be successful in this role with a university degree or college diploma in education or a related field. In addition, a current **TESL Ontario Certification** and **Portfolio Based Language Assessment (PBLA) certification** is required. Experience teaching English as a Second Language to adult newcomers and demonstrated knowledge of **CLB Curriculum Guidelines** are an asset. You must be skillful and have experience in creating safe, inclusive, equitable learning environments that are free from discrimination. In this role, you will report to the Language and Skills Development Manager. You will design, implement, and instruct English as a Second Language classes in a LINC program based on the PBLA (Portfolio Based Language Assessment) guidelines.

### **DUTIES & RESPONSIBILITIES**

- Teach classes in accordance with Canadian Language Benchmarks.
- Assist learners in organizing and updating the PBLA Language Companions (learner portfolios) as evidence of their learning progress.
- Provide computer-assisted instruction using language learning software and MS Office programs where appropriate.
- Teach lessons through oral presentations, interactive sessions and role plays.
- Use audio/video equipment to present information.
- Provide photocopies of lessons and homework assignments.
- Accompany clients to learning based field trips.
- Run mock sessions like citizenship ceremonies and elections.
- Design, implement, and instruct English as a Second Language classes in a LINC program based on the PBLA (Portfolio Based Language Assessment) guidelines.
- Design PBLA based module plans as well as daily lesson plans following the Revised Canadian Language Benchmarks.
- Develop a diversity of course materials that are based on the LINC Curriculum Guidelines in a task-based program.
- Conduct needs assessments with learners, assist them to set learning goals and develop lessons accordingly as required.

- Design assessment tasks for on-going evaluation of learners' progress based on the Canadian Language Benchmarks and PBLA guidelines.
- Prepare lesson plans according to clients' abilities.
- Submit monthly curriculum reports to the LINC coordinator.
- Based on lessons prepare and administer written and oral tests.
- Evaluate clients based on their performance in class tests.
- Prepare learners' progress reports and conduct one-on-one interviews with learners to provide feedback on learning progress as required.
- Maintain attendance records and other documentation as required.
- Organize special events to enhance learners' participation and cultural experience.
- Prepare required materials for classroom instruction.
- Create and update all required reports including monthly reports and plans.
- Provide administrative support to the program.

**Vaccination Requirement** – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

**Screening** – As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

**Location:** 1 Leaside Park Dr., Toronto, ON M4H-1R1

**Job Type:** Part-Time Contract until March 31, 2025

**Schedule:** 4:15 p.m. -7:45 p.m. Monday to Thursday (14 hours)

**Layoff Period:** Summer Break, March Break and Winter Break when classes are not in session

**Benefits:**

- Professional Development Support
- Social activities organized by the organization
- Public transportation nearby

**Application Process:** Please submit your resume to [recruitment@tno-toronto.org](mailto:recruitment@tno-toronto.org) with the subject line: “Application for PT LINC Instructor” by May 5, 2024. We thank all applicants for their interest, but only those selected for further consideration will be contacted. Internal candidates will be given priority.

*TNO is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please let us know.*