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## **ADULT ENGLISH AS A SECOND LANGUAGE (ESL) TEACHER**

**Part-time (20 hours/week)**

**Ten (10) Month Term Position**

**Sept 3, 2024 – June 27, 2025**

### **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 and committed in supporting settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization
- A place where you can make a difference and feel the rewards of your work on a daily basis

### **CANDIDATE PROFILE:** Adult English as a Second Language (ESL) Teacher:

- Has experience working with students at Foundations Literacy Level, according to the Canadian Language Benchmarks, or low level adult beginners
- Demonstrates flexibility and creativity in developing lesson plans which consider human connection and practical knowledge in their implementation.
- Exhibits and upholds IRCOM's core values of integration, independence, diversity, and they will work in a way that is people-centered, holistic, partnership based and seeks to create positive change.

**POSITION PURPOSE AND SUMMARY:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Adult ESL Teacher improves the listening, speaking reading, writing skills of newcomer adults by:

- designing and developing needs based curriculum
- providing in-class instruction and leadership
- assessing student progress
- managing records, and
- supporting the IRCOM staff team

IRCOM provides a flexible, community based, literacy program for newcomer parents living at IRCOM House and in the Central neighborhoods area. The Newcomer Literacy Initiative (NLI) assists parents in developing literacy and English language skills in order to support their involvement in the community, pursue further education, obtain employment and support their children's education.

With the supervision and support of the Supervisor, the Adult ESL Teacher is responsible for the following:

### **DUTIES & RESPONSIBILITIES**

#### **In-class Instruction and Leadership (55%)**

- 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, practicum students and ESL practicum teachers in delivering the lessons and activities
- Assist with preparation and implementation of special events
- Lead extracurricular outings
- Facilitate external presentations

### **Student Assessment and Records Management (20%)**

- Develop Canadian Language Benchmark (CLB) compatible student assessments in accordance with PBLA
- Create class lists with Lead ESL Teacher, 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
- Contribute information towards iCARE reports and other reports as assigned by Supervisor

### **Needs Based Curriculum Design and Development (15%)**

- Assess language and learning needs for newcomer Stage 1 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

### **Team and Inter-department Support (10%)**

- Assist Lead ESL Teacher to compile summary of activities and photos for promotional purposes
- Identify and inform the Supervisor 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 (typically a full-day event once per month) and events
- Follow IRCOM policies, guidelines and procedures
- Perform other duties as assigned by Supervisor

### **REQUIRED QUALIFICATIONS:**

- TESL Certificate or equivalent
- University Degree in Education or related field
- Experience in curriculum development and delivery
- Experience working with people from diverse cultural backgrounds in a community-based setting
- Experience working with and creating engaging lesson plans for Foundations or low-beginner students
- Ability to work with volunteers, practicum students, school administrators and community partners
- International education/experience is recognized
- Flexible, community minded, respectful and compassionate
- Computer/digital literacy
- 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 <https://www.ircom.ca/about-us/work-here/>)

### **DESIRED QUALIFICATIONS:**

- Experience with beginner-level literacy learners
- Experience in an adult education setting
- PBLA and CLB bootcamps
- Experience working closely with administration in a settlement agency is an asset
- Newcomer experience is an asset
- Knowledge of additional language(s) is an asset
- International education and/or experience
- Previous volunteering/community involvement in supporting and empowering newcomer community
- Ability to work and learn effectively and independently

**WORK LOCATION AND SCHEDULE:** This is a ten (10) month term, part-time (20 hour/week) position with an unpaid summer break. Work hours are primarily between 12 pm to 4 p.m. Monday to Friday, with flexibility in preparation time. The teacher in this position are responsible for 2.5 hours of daily instruction (Mon-Thurs, 1:00-3:30 pm), with the remaining hours for preparation, meetings (often on Fridays), problem solving support, and administrative time.

**WAGE:** \$23.80/hour

**BENEFITS:**

- Professional development opportunities
- Collaborative, family-friendly and supportive working environment.

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

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on Wednesday, August 7, 2024  
and continue until the position has been filled.**

HR - Selection Committee: [hr@ircom.ca](mailto:hr@ircom.ca)

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring 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 ([hr@ircom.ca](mailto:hr@ircom.ca)).