



Immigrant and Refugee
Community Organization of Manitoba

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ADULT ENGLISH AS A SECOND LANGUAGE (ESL) TEACHER
Full-time (37.5 hours/week), Seven (7) month Term Position
September 2019 – March 2020

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 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

IRCOM and Hugh John Macdonald School work in partnership to sponsor a flexible, community based, literacy program for newcomer parents living at IRCOM House and in the Central neighbourhoods 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.

Candidate Profile: The ideal candidate will have experience working with students in Canadian Language Benchmark levels 1 through 4. The Adult ESL Teacher will demonstrate flexibility and creativity in developing lesson plans which take into account human connection and practical knowledge in their implementation. Ideal applicants will exhibit and uphold 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.

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 including International Adult Learners Week, Winter Celebration at Hugh John Macdonald, and Graduation
- 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
- Complete and submit quarterly and year-end iCARE reports and other reports as assigned by Supervisor

Needs Based Curriculum Design and Development (15%)

- 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

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 and events
- Follow IRCOM policies, guidelines and procedures
- Perform other duties as assigned by Supervisor

QUALIFICATIONS

Required Qualifications:

- Certificate in TESL
- University Degree in Education or related field
- Minimum of 2 years of experience in an adult education setting
- 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 Phase I students
- Ability to work with volunteers, practicum students, school administrators and community partners
- Experience working closely with administration in a settlement agency is an asset
- International education/experience is recognized
- Newcomer experience is an asset
- Knowledge of a second language is an asset
- Flexible, community minded, respectful and compassionate
- 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:

- International education and/or experience
- Knowledge of a second language
- Previous volunteering/community involvement in supporting and empowering newcomer community

Schedule: This is a seven (7) month term, full-time (37.5 hour/week) position. Pending confirmation of funding, this position may be extended or made into a permanent, 10 months per year (September through June) position with an unpaid, summer break. Work hours are primarily between 8 a.m. to 4 p.m. Monday to Friday. Teachers are responsible for 5 hours of instruction and 2.5 hours of preparation and administrative time daily.

Wage: \$ 23.36/hour

Benefits: Paid sick and discretionary days
Professional development opportunities
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. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, refugees, immigrants, persons of colour, persons with a disability, or any other groups that are typically under-represented in the workplace.

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 **5 p.m., Friday, August 30th, 2019 to:**

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

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