



Internal/External Job Posting LINC Instructor



POSITION: LINC Instructor, Literacy
At Mckercher Avenue, Satellite location

DEPARTMENT: MOSAIC English Language Centre, Burnaby

TERMS: Monday to Friday 9:30 am – 11:30 pm. 10 hours/week instructional time with 3.75 hours of prep and 2 hours for additional off-site admin responsibilities.

KEY RESPONSIBILITIES:

- Prepare learning objectives and lesson plans to teach adult ESL based on students' needs and settlement language curriculum.
- Create a welcoming, and encouraging classroom environment.
- Maintain student attendance records.
- Plan for class field trips, and special events.
- Assess and evaluate students using CLB indicators, and Portfolio Based Language Assessment.

ADMIN RESPONSIBILITIES:

- Collaborates with Burnaby Family Life (BFL), MOSAIC settlement workers, the Manager and Instructional Developer, to support literacy clients with parenting and settlement needs.
- Leads a fire drill once a term with class
- Opens site in the morning for clients.
- Initiates intake process and registration for walk-in clients on days a program support worker is not on site.
- Trains and supports literacy volunteers
- Trouble shoots technical issues and communicates issues to Manager and Instructional Developer

QUALIFICATIONS:

- Recognized undergraduate degree and a TESL Canada recognized TESL certificate or the clearly documented equivalent.
- At least 2 years' experience teaching adult ESL, particularly using student-centered, participatory methods. Community-based, settlement ESL experience at CLB Stages 1 and 2 an asset.

- Competent degree of computer literacy using e-mail, using word processing programs, and learner management systems.
- Highly organized, tactful, versatile, and flexible with excellent communication skills; Sensitivity to and understanding of the needs of immigrants; attitudes and values in keeping with the goals and philosophies of MOSAIC.
- Current and satisfactory Criminal Record Check required.

SALARY RANGE: \$26.89 to \$30.14 (depending on experience) or current MOSAIC instructor rate

CONTRACT: Ongoing (subject to continued funding), starts January 2, 2019

APPLICATIONS TO: Hiring Team: cmcpherson@mosaicbc.org

DEADLINE: Open until filled

NOTE: Only those selected for an interview will be contacted.

Posting Date: November 28th, 2018

MOSAIC is committed to promoting equal employment opportunities for all members of the community