

Job Title **LINC Instructor**
Reporting to: Language Services Manager

Who WE are...

Since 1998, Global Gathering Place (GGP) has remained dedicated to helping refugees and immigrants integrate and thrive in Canada. By delivering critical services, English classes, and a full calendar of programs, we work hard in service of our vision: A society where newcomers to Canada are fully engaged and valued.

As GGP has grown from a grassroots group to a non-profit leader in the settlement sector, we continue to pride ourselves on personalized, client-centred service. We know our clients; we understand their needs, their fears, and their goals. No one is ever a number at GGP.

Our organizational culture centres around collaboration and each staff member wears many different hats. We work together across departments and in partnership with diverse community partners. We offer guidance for making local services more inclusive and accessible, and advocate for what we know to be true: that immigrants and refugees, when given the opportunity, make valuable contributions to all aspects of Canadian society.

Who YOU are...

You strongly believe in diversity, respect for all peoples, and have a passion for helping others thrive and succeed. You value and are committed to equality, respect, and you love learning about people and their cultures. You are at your best when you surround yourself with other committed individuals and you do your best work when you collaborate and work WITH others. You are goal oriented, tenacious, and creative when it comes to problem solving.

What is a LINC Instructor...

The LINC (Language Instructor for Newcomers to Canada) Instructor ensures the planning and successful delivery of language instruction and assessment to clients registered with GGP's language programs.

- Teaches assigned classes at assigned times and location
- Supports student learning by providing appropriate instruction based on program guidelines and evaluations, particularly about the Canadian Language Benchmarks (CLB) and Portfolio-Based Language Assessment (PBLA)
- Meets learning objectives through design and implementation of unit plans, assessments, and real-life learning based on students' needs and goals, approved modules/themes, and benchmark levels
- Identifies learners' literacy and other needs and develops plans to meet them and, when needed, coordinates with Language and Disabilities Services staff or facilitates other referrals to further support them
- Collaborates with administrative staff to coordinate placements, transfers, graduations and exits, and resolve student concerns
- Maintains regular student records, attendance, and progress on the database
- Prepares monthly/quarterly reports, progress reports, and other program-related documents when needed
- Keeps the classroom neat and organized and board displays reflective of or supporting student learning

- In collaboration with the LINC Team Lead, makes substitute arrangements for missed classes
- Performs other duties as assigned

Secondary responsibilities are:

- Participates in organization and team staff meetings as well as other required meetings.
- Upholds GGP vision and values.
- Follows all GGP procedures and protocols.
- Works well with others in a team and client environment.
- Helps other team members as needed, as all teams are expected to work cross-functionally.
- Be able to work flexible hours when needed and to adapt to changing work schedules.
- Be reliable and punctual.
- Be willing and able to be mentored, and to participate in training and other professional development opportunities, especially deemed relevant to the position.

Do YOU have the education, skills, and competencies...

- Post-secondary education, minimum CERTESL certificate or equivalent, and teaching experience
- In-depth knowledge of needs and challenges of new learners
- Demonstrated experience in working with newcomers from diverse backgrounds
- Established experience in classroom instruction, assessment, management, and working with volunteers
- Demonstrated knowledge of Canadian Language Benchmarks (CLB) and Portfolio Based Language Learning Assessment (PBLA)
- Demonstrated ability to teach learners English language skills and strategies that will help them know about, reflect on, and monitor their own language learning
- Proven ability to identify and use activities and materials that help learners accomplish meaningful, real-life tasks
- Demonstrated ability to design and deliver instruction that uses technology to build learners' English language skills and/or real-life skills (e.g., computer literacy) which will assist learners' settlement process
- Demonstrated ability to facilitate English language learner involvement in the local community
- Developed ability to identify and respond to specific learner needs (i.e., literacy needs, learning disabilities and other special needs, settlement needs, etc.)
- Understanding of the basic principles of crisis management in the classroom
- Experience and commitment to promoting environments where diversity in background, thought and practice is welcomed and valued
- Excellent computer skills, including MS Office
- Excellent communication and teamwork skills
- Excellent administrative skills: lesson plans, attendance records, monthly/quarterly reports, etc.
- A clean Criminal Record with Vulnerable Sector Check
- Ability to comply with GGP's COVID – 19 Vaccination Policy

NOTE: The above job description reflects management's assignment of the most essential functions of the job classification. It does not prescribe or restrict the tasks that may be assigned nor is it intended to be an exhaustive list of all responsibilities and activities required of the position.