

Association for New Canadians is a non-profit, community based organization dedicated to the provision of settlement and integration services for immigrants and refugees.

Job POSTING

Job Title: **ESL Instructor**

Location: St. John's, NL

Position Type: Full-time contractual to March 31st, 2019, with possibility of renewal

Closing Date: July 20, 2018

Reporting to the Director of Language Services, the **ESL Instructor** is responsible for providing instruction to clients under the direction of the Director of Language Services

Education

Bachelor's degree in Education, TESL/TEFL Diploma with a minimum of 3 years' experience (relevant equivalencies and education may be considered)

Core Functions

- Planning
 - Prepare courses for delivery to clients according to approved curriculum and teaching methodologies.
 - Prepare and administer client needs assessments that identify individual or group needs for the purposes of planning.
- Instructional
 - Instruct clients using a variety of modern teaching strategies, including: portfolio-based assessment, task-based planning and instruction, individualized instructional planning, differentiation of curriculum, cooperative learning, technology integration and other strategies where required.
- Assessment
 - Prepare and administer regular assessments, both formative and summative, according to the guidelines of the organization on portfolio-based assessment procedures.
- Administration
 - Prepare and submit reports.
 - Maintain and report statistics.
 - Provide curriculum planning documentation.
 - Participate in staff meetings, educational conferences, and professional learning (as required).
 - Represent the Association, when required, on committees, boards or working groups.
 - Work with volunteers.
 - Complete other tasks related to the position as assigned.

Competencies

- Skilled in supporting new Canadians in a working environment that promotes cultural diversity.
- Experience in ESL planning, delivery and assessment.
- Excellent interpersonal skills.
- Excellent communication skills, written and oral.
- Precise attention to detail in report writing and compliance requirements.
- Demonstrated keyboarding skills in the use of MS Office suite of programs.
- Proven utilization of technologies in the classroom for teaching and learning.

Please email a resume and cover letter in ONE FILE (.doc or .pdf only) to Jim Murphy, Director of Language Services at ancjobs@nfld.net.

Association for New Canadians values inclusiveness and is an Equal Opportunity Employer. The successful candidate will be required to submit a satisfactory certificate of conduct from the Royal Newfoundland Constabulary. We thank all applicants for their interest, however, only those selected for an interview will be contacted.