



MULTICULTURAL & IMMIGRANT SERVICES ASSOCIATION OF NORTH VANCOUVER ISLAND (MISA)

JOB TITLE: Language Instruction for Newcomers (LINC) Coordinator & Instructor –
CLB Levels 1 to 3

LOCATION: Comox Valley

REPORTS TO: Executive Director

WORK HOURS: Full time at 35 hours per week for 42 weeks per year (off July-mid
August)

COMPENSATION:

Based MISA Wage Grid, Level 4 Full Time, Wage Range \$21.62 - \$26.01

POSITION SUMMARY: The LINC Coordinator/Instructor is responsible for coordinating activities of the LINC program and delivering language instruction to a multi-level class (Canadian Language Benchmark (CLB) levels 1 to 3) of adult learners from diverse backgrounds.

CORE COMPETENCIES:

- Initiative
- Empowering Others
- Personal Credibility
- Developing Others
- Results Orientation

KEY DUTIES AND RESPONSIBILITIES:

In-Classroom

- Provide direct language support and guidance to students, as per LINC curriculum guidelines
- Design and apply professional, appropriate and innovative lesson plans consistent with best practice teaching methods and the needs of beginner-level students
- Deliver LINC instruction and orientation information to students.
- Plan appropriate activities/field trips/presenters to complement curriculum activities
- Monitors learners' linguistic and settlement progress through formal and informal assessments



- Maintain student progress reports
- Keep and manage class attendance records
- Ensure compliance with funder requirements and agency policies and protocols
- Assist in developing methodology and tools to effectively support student success
- Ensure high level of student attendance and active participation
- Work with, utilize and guide classroom volunteers
- Provide direct support to students regarding online learning

Coordination – Student/Class/Program Management

- Manage student intake for LINC classes (including waitlist management if necessary)
- Arrange and acquire class space and materials
- Advise students and volunteers of class cancellations (ex. Snow closure).
- Arrange activities, field trips and speakers
- With LINC Assessor, arrange and coordinate CLBPT assessments and assign students to class levels
- In cooperation with the Volunteer Coordinator, ensure there are volunteer classroom assistants as needed and that they receive appropriate orientation and volunteer appreciation as required
- Manage conflict or situations of a sensitive nature, in consultation with Executive Director
- Handle requests for LINC Report Cards/Language certificates
- Consult and collaborate with Executive Director, advising on policy, best practices and other information sharing
- Complete appropriate reports and evaluations
- Arrange in-house training and professional development

Other Responsibilities:

- Participate in staff meetings and activities and attend the Annual General Meeting
- Attend special LINC events and celebration, representing MISA
- Participate in training opportunities to stay current in LINC instruction and on issues impacting MISA's clients
- Attend Regional LINC meetings
- Attend Settlement Team meetings as necessary
- Report to Executive Director
- Promote LINC program and MISA in the community
- Coordinate implementation of PBLA as per federal guidelines



QUALIFICATIONS:

Required

- TESL Professional Certificate and relevant undergraduate degree (e.g. Bachelor of English, Applied Linguistics, Adult Education, Community Development, Social Work)
- Minimum 2 years experience teaching ESL or related experience
- Knowledge of Canadian Language Benchmark (CLB) and Portfolio-based Language Assessment (PBLA) in the area of LINC delivery and assessment.
- Demonstrated ability to interact effectively and courteously with students, staff and the public who may come from differing cultural and linguistic backgrounds.
- Excellent verbal and written communication skills.
- Strong organization skills
- Computer literacy using e-mail, word processing programs and internet research
- Ability to set and maintain boundaries with students and staff and manage self-care
- Worker must have a valid BC driver's license and reliable transportation
- Worker must have a satisfactory vulnerable sector criminal record check
- Worker will follow code of ethics and the mission statement of MISA

Preferred Skills, Knowledge and Experience

- Experience teaching ESL to diverse group of adults is an asset.
- Practical application of Canadian Language Benchmark (CLB) and Portfolio-based Language Assessment (PBLA) in the area of LINC delivery and assessment
- Competency operating basic instructional equipment, such as printer and projector
- Knowledge of community resources and experience working with volunteers

This position description is meant to be thorough, but it is not exhaustive. Therefore, other duties and responsibilities will be assigned from time to time. Additionally, it will be required, at times, to work outside normal working hours and / or outside the organization's facilities depending on the schedule of workshops, activities and events.

Application Guidelines

The turnaround time for this position is very short.

To apply: Please submit cover letter and resume to Deborah Hall, Human Resources Manager at deborah.hall@immigrantwelcome.ca

Application Deadline: 12:00 a.m. (midnight) on Tuesday, March 28

Written Questions to Candidates: Thursday, March 30 (morning)

Written Response Deadline: 12:00 p.m. on Friday, March 31 (noon)



Interviews: Wednesday, April 5

Start Date: Monday, April 10

Orientation and Set-up: April 10-13

Note: We apologize, but we do not accept any phone calls and only those candidates that are chosen to move on in the hiring process will be contacted. Good Luck!