



Internal/External Job Posting

February 28th, 2023

MEMORANDUM

FROM: Michael Harris, Executive Director, KEYS
RE: Competition No. 533
English Language Instructor

Please accept this memorandum as notification that **up to 4 part-time English Language Instructors** are being considered. In the interests of time, this competition is being simultaneously posted internally and externally.

Start Date: April 2023
Job Classification: LINC Teacher Rate
Hours per Week: 5 hours/week to instruct evening classes on Tuesdays and Thursdays from 5:30pm to 8:00pm.

Position Summary

*The primary purpose of the English Language Instructor is to prepare and teach English as a Second Language to newcomers over 18 years of age, including by not limited to lesson planning and resource writing, design and delivery, as well as delivery of specific workshops that complement the course of study. The LINC program focuses on English language acquisition in the 4 key areas: Listening, Reading, Speaking and Writing. The LINC program focuses on **language skills for settlement**. Course material should help students gain knowledge and communication skills to establish themselves in Kingston/Canada, navigate the community, increase their participation in communities and social networks, access services and prepare for the Canadian labour market.*

This position is for instructors for our evening classes for beginner, intermediate and advanced learners, i.e. between CLB 1 and CLB 7. Classes take place Tuesdays and Thursdays between 5:30pm and 8:00pm. Three classes (beginner/intermediate levels) will take place in person and one class (intermediate/advanced) is expected to be online. Class schedule and balance of in-person vs. remote learning may shift over the in response to community needs and the COVID-19 pandemic. Our advanced class focuses on English for Workplace and Community.

Competencies Required

- a. Ability to work with newcomer clients in a supportive, solution-focused manner
- b. Ability to work as a team member of the LINC team and the newcomer services team
- c. Ability to teach and understand the appropriate pedagogy for adults and newcomers
- d. Knowledge of trauma-informed practices and conflict resolution a strong asset
- e. Ability to promote confidentiality as a norm
- f. Understand the challenges facing the newcomer populations
- g. Intercultural competencies required to work with a diverse team and client-base

- h. Must possess strong interpersonal skills; active listening, public speaking and decision-making skills
 - i. Must treat all individuals with equal respect and interact in a tactful, supportive, professional manner
 - j. Ability to use Google classrooms and videoconferencing software (i.e. Zoom) required
 - k. Knowledge and experience with Portfolio-Based Language Assessments or other task-based assessment protocols an asset
 - l. Knowledge/experience using online platforms for English language instruction (i.e. Avenue or other moodle sites), and creating learning objects a significant asset
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Qualifications

- a. TESL Ontario certification preferred
 - b. Bachelor's degree in Education preferred, relevant combination of training & experience will also be considered
 - c. Should have a minimum of three years teaching experience, preferably with adults and newcomers
 - d. Excellent communication skills: verbal, non-verbal, written and electronic.
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Work Environment (Equipment, Demands and Hazards)

- a) Professional appearance is required; casual business attire
 - b) 5 hours per week of instruction with the expectation to be available for meetings and for lesson planning
 - c) Use of office equipment required: photocopier, fax, computers, software applications specific to programs
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Applications will be accepted on a rolling basis until positions have been filled, and no later than Wednesday, Marcy 15th, 2023 at 4pm.

If interested, please apply with your resume and cover letter to: apply@keys.ca.

KEYS is committed to employment equity. We encourage members of the designated groups to apply and self-identify. KEYS is also committed to an inclusive, barrier-free selection process. We will make appropriate accommodations throughout the recruitment and selection process for applicants with disabilities. To obtain a copy of this posting and job description in an alternative format or to request any accommodation please contact us directly through apply@keys.ca or by phone at 613.546.5559 or TTY: 613.546.0511. Information received relating to accommodation requests will be addressed confidentially.