



Position Title: Language Skills Training Instructor – (Full-Time Maternity Leave)

Department: Language Skills Training (LST)

Job Summary:

Under the direction of the LST Program Coordinator the LST Instructor will be responsible for all aspects of classroom instructional preparation and delivery needed for the WEST – LST language training Program. This program is funded by IRCC.

Instructor Qualifications:

- University degree and prefer TESL certification from a training organization recognized by TESL Ontario
- Minimum 2 years of teaching experience in adult English Language Instruction, preferably in the LINC program Prefer active Tutela member
- Experience in facilitating an online educational environment
- Experience in and understanding of Canadian Language Benchmarks (CLB) and Portfolio Based Language Assessment (PBLA) will be considered an asset
- Knowledge of Microsoft Office, as well as Avenue.ca and other e-learning platforms.
- Strong competency in computer literacy and the use of educational web tools
- Experience in community work settings and knowledge of settlement issues is an asset.
- Excellent verbal and written English skills
- Co-operative and friendly with solid interpersonal skills.
- Sensitivity to and understanding of issues of concern to women, immigrants and refugees.
- Experience working in a multicultural environment
- Flexibility to adapt to new situations.
- Ability to work independently with excellent organizational and time management skills

Instructor Duties:

- Design, implement, and instruct English as a Second Language in a LINC program using the Canadian Language Benchmarks and LINC Curriculum guidelines.
- Assess students, and develop appropriate curriculum and materials based on their needs and/or interests.
- Prepare, administer and evaluate students' progress using the PBLA (Portfolio Based Language Assessment);
- Develop and implement a daily lesson plan appropriate to learners' level based on the Canadian Language Benchmarks.
- Develop diversified course materials that are based on the LINC Curriculum Guidelines in a competency-based program;
- Provide computer-assisted instruction using language learning software and MS Office programs where appropriate.
- Maintain attendance records and other documentation as required.



Women's Enterprise Skills Training of Windsor Inc.
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- Promote self-learning and interactive language learning in both Online and classroom setting.
- Perform other related duties as assigned.

Additional Qualifications

- Able to facilitate groups of newcomer women and clients facing multiple barriers to employment.
- Demonstrated cultural competence and understanding to immigrants, women and under/unemployed individuals.
- A familiarity with community social services networks and resources.
- Strong communication skills (written and oral).
- Demonstrated an ability to maintain confidentiality and knowledge in privacy rights.
- Ability to communicate proficiently in a second language preferred
- Proven ability to work in changing environment and an ability to multi- task.
- Proven ability to work independently and maintain a supportive and cooperative environment with colleagues.

Apply in writing with a cover letter and resume to careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)