



## EMPLOYMENT OPPORTUNITY

### BE A PART OF A DYNAMIC AND DIVERSE ORGANIZATION AS LINC MORNING LITERACY/ CLB1 INSTRUCTOR FOR ITS LANGUAGE & SKILLS TRAINING SERVICES AT THE NEWMARKET WELCOME CENTRE

**COSTI is a multicultural organization providing social services, settlement, employment, and language training services. For more information about COSTI, please visit our website at [www.costi.org](http://www.costi.org).**

This is a Part-Time Non-Union-contract position scheduled to work 15 hours per week providing in person instruction to a Literacy/CLB1 class:  
Monday through Friday: 9.00 a.m. to 12.00 p.m.

No classes during the following closure periods:  
December 18, 2023 to January 1, 2024  
March 11 to March 15, 2024

#### DUTIES

- Design, implement, and instruct English as a Second Language classes in a LINC program based on the PBLA (Portfolio Based Language Assessment) guidelines.
- Design PBLA based module plans, as well as daily lesson plans following the Revised Canadian Language Benchmarks 2012.
- Develop a diversity of course materials that are based on the LINC Curriculum Guidelines in a task-based program.
- Create engaging lesson plans that accommodate both on-site and remote students and provide class interaction and variation throughout the day.
- Conduct group activities that allow on-site and remote students engage and work together in groups.
- Conduct needs assessments with learners, assist them to set learning goals, and develop lessons accordingly as required.
- Design assessment tasks for on-going evaluation of learners' progress based on the Canadian Language Benchmarks and PBLA guidelines.
- Assist learners in organizing and updating the PBLA Language Companions (learner portfolios) as evidence of their learning progress.
- Provide synchronous and asynchronous online instruction using virtual conferencing tools, e.g., Zoom and MS Teams, language learning software, and MS programs.
- Integrate online resources and Learning Management System such as Avenue.ca in language instruction.
- Prepare learners' progress reports and conduct one-on-one interviews with learners to provide feedback on learning progress as required.
- Maintain attendance records and other documentation as required.
- Organize special events to enhance learners' participation and cultural experience.

#### QUALIFICATIONS

- TESL certificate from an accredited institution recognized by TESL Ontario.
- Minimum 2 years' experience teaching English as a Second Language to adult newcomers.



- Experience providing online training through a Moodle-based Learning Management System will be an asset.
- Experience providing adult instruction using virtual delivery tools and software (e.g. MS-Teams, Zoom, Google Classroom, etc.).
- In depth understanding of and experience using the Revised Canadian Language Benchmarks 2012, the LINC Curriculum Guidelines and ESL for Adult Literacy Learners (ALL) 2015.
- Preference will be given to candidates who have completed PBLA (Portfolio Based Language Assessment) and Avenue.ca Stage 2 training.
- Preference will be given to candidates who have experience teaching CLB Literacy/1 language classes.
- Proficient in using MS programs, email and internet for communication and instruction.
- Ability to adapt teaching methodology to the needs/skill levels of individual learners.
- Excellent English communication and interpersonal skills.
- Experience working in a multicultural environment.
- Demonstrated sensitivity to the needs of adult immigrants and refugees.
- Ability to work independently with excellent organizational and time management skills.

**Note: Successful incumbent must complete online PBLA and Avenue.ca Stage 2 training within 3 months when training becomes available.**

**LOCATION:** Newmarket Welcome Centre, 16655 Yonge St Unit 26  
**DURATION:** December 4, 2023, to March 29,2024  
**SALARY RANGE:** \$39.78 per hour  
**POSTING DATE:** October 19, 2023  
**CLOSING DATE:** November 2, 2023

**Qualified candidates are invited to submit their resumes and cover letters as one file quoting reference #227-23 to the below link:**

<https://creg.costi.ca/ui/hr/resume.aspx?refno=227-23>

*“We thank all applicants for their interest in COSTI. However, only candidates selected for an interview will be contacted. No telephone inquiries please.”*

*COSTI encourages applications from individuals reflecting the diversity of our community. COSTI is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.*