

**POSITION SUMMARY**

Under the direction of the Coordinator responsible for English as Another Language programming, the instructor is responsible for the realization of program objectives, the implementation of program curriculum and the instruction of course content.

**SCOPE OF WORK**

1. Division: Education & Training
2. Function: Instructor
3. Supervisor: EAL Coordinator
4. Direct Reports: None
5. Budget Responsibility: None

**RESPONSIBILITIES**

The EAL Instructor will:

- Provide instruction based on student learning needs as outlined in the ESL curriculum
- Monitor skill development and progress of all students in the program and provide necessary reports and documentation accordingly to the students, and to the college and external agencies as required
- Work cooperatively with students to achieve the goals of the program while respecting their rights and dignity as adult learners
- Collaborate with other college staff to facilitate program objectives, improve the quality of programs, enhance the college's effectiveness and image and improve their own professional standing
- Establish a program outline and set goals and objectives for program delivery, with consideration to approved curriculum
- Instruct the class consistent with curriculum, in a manner which facilitates College philosophy, goals and objectives in accordance to: policies and procedures, the principles of Adult Education, and an individualized program approach
- Manage his/her classroom to ensure an optimum learning environment for all students
- Assist students by counseling or providing information (or referral) regarding academic concerns with particular emphasis on personal skills development
- Participate in the design, development and instruction of academic materials, assessment tools, and other instructional aids. Work with other College staff and community agencies in order to provide a comprehensive program for all students
- Plan, co-ordinate and/or teach, and evaluate activities which are aimed at developing students' employability
- Continually assess and evaluate student skills and behaviors and provide students with feedback regarding appropriateness and/or adequacy of their performance. Maintain records of students' achievement, attendance, and other information as required
- Timely, accurate processing and submission of all required forms, documents and reports
- Attend training sessions as required

- Proactively develop and deliver standard-aligned content for blended delivery learning. This includes but is not limited to tracking students' learning paths and monitoring content engagement metrics as well as leveraging this actionable data and proven teaching practices to fulfill learner goals
- Make the best use of the blended learning environment and smooth the transition process from traditional to blended classrooms
- Other duties as assigned

## **QUALIFICATIONS**

### Knowledge and Skills

- English as a first language and/or a high level knowledge of the English language; well-developed communication and interpersonal skills
- Ability to work in a cross-cultural environment; ability to promote and encourage diversity, individual dignity and mutual respect
- Ability to facilitate groups with differing opinions, experience, and backgrounds
- Demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations
- Organizational skills to identify needs and establish priorities among competing demands
- Available to work evenings and weekends when required
- CRC required
- Knowledge of CLB levels & PBLA
- Proof of receiving a minimum of 80% on the Access & Privacy Training Course for Saskatchewan Local Authorities
- Functional knowledge of on-line tools such as Google Classroom and Zoom for instructional purposes
- Demonstrated competence and recent experience in the use of the internet, e-mail, MS office Suite software and ability to learn and adapt to changing technology
- Ability to function as a team member in an ever-changing environment

### Education and Experience

- A four-year University Degree and TESL Saskatchewan Accreditation/ Completion of TESL Canada Professional Certificate Standard One OR Completion of TESL 21, TESL 31, TESL 33, and TESL 42 ( or equivalent). Preference will be given to instructors who meet the education requirements, however, candidates showing initiative to achieve these requirements may be considered.
- A minimum of one year experience working with adult literacy or EAL programming

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