



EXTERNAL JOB POSTING NON-TDSB EMPLOYEES ONLY

No: CUPE B-24-0478

POSTED: March 19, 2024
DEADLINE: 4:30 p.m., April 03, 2024

Adult ESL Instructor CLB 2 Reading & Writing John Polanyi Adult Learning Centre Continuing Education/ Business Development & Community Services

Region: North
\$47.50 per hour (Plus 3.4% statutory holiday pay and 4% vacation pay)
(C.U.P.E. Local 4400, Unit B)

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Adult ESL Program Officer, the Adult ESL Instructor will be responsible for providing goal-directed, outcome-based and learner-centered English language instruction aligned with the Portfolio Based Language Assessment (PBLA) approach to adult newcomers to Canada to facilitate their integration into Canadian society.

Summary of Duties:

- Instruct class according to daily lesson plan using appropriate and relevant resources and methods of delivery, in accordance with Canadian Language Benchmark (CLB) and principles of adult learning
- Develop coherent outcome-based short and long-term plans reflecting the CLB's and learners needs assessments
- Enter absence into Smart Find Express (SFE) and notify Program Officer to ensure class coverage as required
- Prepare all required materials per lesson plan (e.g. equipment, handouts, etc.) prior to class time
- Ensure lesson objectives, content and activities are appropriate to the learner's language ability, goals and experiences
- Ensure learners are aware of lesson objectives and outcomes
- Develop learner's knowledge and skills in Listening, Speaking, Reading and Writing
- Ensure various learning styles are accommodated
- Record and maintain accurate and up-to-date attendance registers; report on attendance as required
- Conduct initial and regular CLB-based student assessments and evaluations aligned with the PBLA approach to determine student progress and promotion
- Complete learner progress and/or learner summary reports at the end of each term as required
- Provide a safe, nurturing, bias-free, positive and respectful learning environment that recognizes individual differences

- Initiate outreach per department procedures to promote the program and maintain the number of participants, as required
- Update the ESL Instructor manual with current information as provided
- Keep informed of current Adult ESL theory and practice, the ESL instructor manual, including materials and resources
- Check learner's documents to confirm eligibility and determining appropriate level placement, as required
- Assist in registration process and fees collection, where applicable
- Operate in accordance with related TDSB and department policies, procedures and requirements (e.g. Human rights, Code of Conduct, Communication Protocols, Health & Safety, Respectful Learning and Working Environment)
- Take appropriate action in conflict or emergency situations according to TDSB policies and procedures and report to Program Officer or designate; in non-TDSB locations, be familiar with organizational (emergency/evacuation) procedures
- Ensure the classroom and equipment is tidy and secure at the close of class; and
- Other related duties as assigned

Qualifications:

- Post-secondary degree from an accredited institution with one-year related experience teaching English as a second language or equivalent
- TESL Certificate from an accredited institution (recognized by TESL Ontario)
- OCELT TESL Ontario certification
- Knowledge of CLB framework ESL Guidelines, PBLA and learner assessment tools
- In depth understanding of and experience using the Revised Canadian Language Benchmarks 2012
- Excellent communication skills in oral and written English as well as strong interpersonal skills
- Demonstrated ability to effectively adapt the curriculum based on the experiences, social context and life goals of the learners
- Demonstrated willingness and ability to work in a multicultural, multiracial environment
- Experience working with adult ESL learners at various levels
- Demonstrated experience using information technology as a teaching and learning tool
- Commitment to work well independently and as part of a team; and
- Computer skills including MS Office, internet, and familiarity with related program software (e.g. Tutela, Academic Workspace)

Assets:

- PBLA Certification and/or experience with PBLA

Assignment Number: N-EE-ME-10754
Position Number: 50075260
Program Period: September to June
Schedule: 7:00 p.m. to 9:30 p.m.
Hours: 5 hours per week (Monday & Wednesday)
Location: John Polanyi Adult Learning Centre, 640 Lawrence Avenue West
 (NOT wheelchair accessible)

Applicants are required to attach a copy of their current resume along with two (2) supervisory references. Résumés should indicate qualifications, ability and experience applicable to this position. A separate application and/or resume must be submitted for each individual job posting. Applications should be submitted no later than **4:30 p.m. on April 03, 2024** to:

**Toronto District School Board
Employee Services – Unit B
Attention: Staffing Officer**

**Please quote Competition #CUPE B-24-0478 when responding to this Job Posting.
Place this number on the email subject line:**

Competition Number	Region	Location
CUPE B-24-0478	North	640 Lawrence Avenue West

Please Note:

- a) Applications should be submitted using the following method:
 - E-mail to applications.unitb@tdsb.on.ca
Note: Keep a copy of your sent email confirmation as proof of your submission.
- b) We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.
- c) Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.