

International Languages – Elementary Instructor Continuing Education Department

\$41.33 per hour (Plus 3.4% statutory holiday pay and 4% vacation pay), 2.5hrs/week

*The Toronto District School Board invites applications for the position of **International Languages Elementary Instructor (Multiple Languages, including Spanish, Russian, Farsi, Greek, Cantonese, Romanian, Mandarin Simplified, Mandarin Traditional, Vietnamese, Amharic, Hebrew, Swedish, Telugu, Bosnian and American Sign Language)**. This position will report to the International Languages Elementary Program Officer and the Program Manager.*

Summary of Duties:

- Instruct class according to daily lesson plan using appropriate and relevant resources and methods of delivery, in accordance with the Curriculum Guidelines and principles of cooperative learning;
- Develop goal-based short and long-term plans that reflect the ILE Curriculum Guidelines and students' needs and learning styles.
- Develop student's knowledge and skills in Listening, Speaking, Reading and Writing in the target language inclusive of cultural components.
- Record and maintain accurate and up-to-date attendance registers; report on attendance as required;
- Conduct regular student assessments and evaluations in order to determine student progress; report as required;
- Provide a safe, nurturing, bias-free, positive and respectful learning environment that recognizes individual differences;

- Assist in registration process and fees collection.
- Initiate outreach and communication with the community.
- Call replacement instructor from Board approved Unit B Supply List to ensure class coverage as required when necessary.

- Be familiar with IL-E Instructor manual and update with current information as provided;
- Keep informed of current IL-E theory and practice, including materials supplied by Program Manager or designate;
- Operate in accordance with all TDSB policies, procedures and requirements (e.g. Human rights, Safe Schools, Health & Safety, Emergency etc);

- Ensure the classroom and equipment is tidy and secure at the close of class; and
- Other related duties as assigned.

Skills:

- Ability to read and write fluently in English and the language of instruction.
- Ability to use the arts to promote language learning.
- Ability to manage lessons with classes containing students of several ability levels.
- Commitment to work effectively as a part of a team.
- Demonstrated willingness and ability to work in a multicultural, multiracial environment is an asset.
- Excellent interpersonal skills.

Education:

- Relevant teaching experience or appropriate related experience with elementary school-age children.
- Teaching experience from other countries will be considered.
- Post-secondary degree from an accredited institution is an asset.
- Ontario Teaching Certification is an asset but not mandatory.

Program Period:

- September to June
- After-School, Evenings, Integrated (during the school day) and Saturdays

For more information about this job description or the ILE program please contact the International Languages Program Coordinator at whitney.deveaux@tdsb.on.ca, please use **Supply Instructor Information** in the subject line of your email.

You can also visit our website for more information about our program, our school sites and the languages we offer at www.ILEprograms.ca.