



NOTICE

No: CUPE B-27-0025

POSTED: September 14, 2026

DEADLINE: 4:30 p.m. September 25, 2026

Adult ESL/LINC Supply Instructors Various Levels and Locations

Continuing Education/ Business Development & Community Services

\$51.43 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/LINC Program Officer, the Adult ESL/LINC 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 in order 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/LINC Instructor manual with current information as provided;

- Keep informed of current Adult ESL/LINC theory and practice, the ESL/LINC 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/LINC 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/LINC 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;

Program Period: September to June
Schedule / Hours / Location: Various

Applicants should attach a copy of their current resume and qualifications. 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 September 25, 2026** to:

**Toronto District School Board
 People and Culture – Unit B
 Attention: Staffing Officer**

Please quote Notice 27-0025 when responding to this Job Notice. Place this number on the email subject line:

Competition Number	Region	Location
CUPE B-27-0025	Various	Various

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) TDSB uses artificial intelligence (AI) tools to support parts of the recruitment process, including the initial review of applications. These tools operate based on predefined criteria and do not make final hiring decisions. If you have questions or concerns about the use of AI in the recruitment process, please contact tdsbcareers@tdsb.on.ca.
- d) Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.