



English as an Additional Language (EAL) Instructor

Position Summary

This position is responsible for English language instruction, targeted to learners whose first language is not English. This position is also responsible for the informal evaluation of learners including on-going progress assessment, and short and long-term instructional planning (lesson and unit planning). Instructors follow a prescribed or instructor-developed curriculum to achieve specified outcomes for learners. The needs of learners will be addressed through a responsive, holistic approach to teaching settlement-based English as an additional language or English for academic or work-related purposes as required. Instructors are responsible to create a learning environment that is philosophically adult-education based, where learning is considered collaborative and learner-centered, focusing on achievement of prescribed outcomes.

Duties

- Plan and implement English as an additional Language instruction, exercises and activities using CLB (Canadian Language Benchmarks) curriculum guidelines in a classroom setting.
- Incorporate Canadian cultural and settlement components into the curriculum to assist learners through the resettlement, adaption and integration process.
- Provide a positive and supportive learning environment to learners.
- Arrange for guest speakers and field trips.
- Provide ongoing and end of year evaluation and assessment of learners.
- Adjust classroom techniques, resources, materials, etc as needed to meet the changing needs of the learners.
- Maintain class and learner files, document regarding student progress, and monitor attendance.
- Provide reports to supervisor and Program Coordinator, as assigned.
- Deliver courses using a variety of teaching strategies, including technology enhanced learning.
- Work in small and large group settings.
- Attend meetings and learning conferences, as required.
- Maintain learning resources.

It is noted that the duties and responsibilities outlined above are representative but not all-inclusive.

Knowledge, Skills and Abilities

Candidates should be able to demonstrate:

- Knowledge and experience in adult education.
- Knowledge and experience in ESL.
- Knowledge and experience in cross-cultural settings.
- Demonstrated knowledge in group dynamics, adult learning styles, program content and evaluation techniques.
- Knowledge and experience in the use of video and audio conferencing, and other technology enhanced learning strategies and equipment in the instruction of courses.
- Able to work independently, have good communication skills, ability to plan, organize and present lessons.
- Proven accountability, resourcefulness, initiative and professionalism.

Candidates require:

- Candidate must possess a valid driver's license and a willingness to travel.
- This position requires the candidate to have flexible scheduling to allow for daytime or evening classes.

Education and Experience

- Bachelor of Education Degree, preferred;
- TESL training, preferred;
- Consideration will also be given to a combination of a relevant university degree and formal TESL training/work experience.