

English Language Teaching Assistant (Part Time)

Program: Language Instruction for Newcomers to Canada (LINC)

Location: Prince George, BC

Job Summary:

As a member of the settlement program team, the English Language Teaching Assistant is expected to perform the duties and responsibilities based on a 17.5 hours per week, for a total of 40 weeks, with the following job responsibilities.

QUALIFICATIONS:

- Post-secondary Education in Social Services or Human Services field
- Good telephone and face to face communication skills
- Ability to work in a multicultural, multilingual and multiracial setting
- Demonstrated cross-cultural communication skills
- Knowledge of the application of Canadian Language Benchmarks (CLB)
- Ability to work independently and cooperatively
- Reliability and dependability
- Criminal Record Check required

DUTIES/RESPONSIBILITIES:

Report to English Language Program Coordinator

Assisting Teaching:

- Assisting in class delivery in the Beginner and Lower Intermediate classes when needed (Coordinate instructional efforts by discuss assigned duties with classroom teachers)
- Plan, prepare, and develop various teaching aids, prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
- Assist teachers in making photocopies, lamination, etc.
- Work collaboratively as part of the Language training team and IMSS team
- Refer clients to onsite Settlement workers for basic and specialized resources
- Support the English language training program in a way that encourages diversity & innovation

Student management:

- Orientate new students by explaining policies, hand out binders, student handbooks, etc.
- Monitor students' attendance, contact missing students and update to the teachers
- Student data entry into funder's computer system (eg. iCare) including daily attendance
- Maintain students' bus pass needs
- Maintain other students' records

Administration tasks:

- Monitor office supplies, including forms, binders, papers, stationary, etc.
- Maintain records of books, resources
- Assist in keeping classrooms, student lounge & kitchen area clean and tidy.
- Open classroom doors for students before classes start
- Other duties as assigned.

Salary hourly rate: \$24.33 (Grid level 4 as per BCGEU collective agreement)

Hour of work: Monday-Friday, 9am-12:30pm (17.5h a week)

Start date: As soon as possible

Only selected applicants will be contacted. No phone calls please.

BCGEU: "This position requires union membership".

To apply: E-mail your resume and cover letter to Ravi Saxena – ravis@imss.ca