



Women's Enterprise Skills Training of Windsor Inc. (W.E.S.T.)

**LANGUAGE INSTRUCTION TO NEWCOMMERS IN CANADA  
INSTRUCTOR (LINC) - Supply Instructor**

**Job Description**

Under the direction of the LINC Program Coordinator the LINC Instructor will be responsible for all aspects of classroom instructional preparation and delivery needed for the WEST - LINC language training program. This program is funded by Citizenship & Immigration Canada.

*Preferred qualification: TESL Ontario Certification.*

**Specifically, the Basic Language Instructor will:**

- Prepare daily instructional material
- Evaluate and document student progress
- Research existing curriculum and resources including the approved LINC curriculum
- Administer curriculum, customized exercises, and orientation to computer operations and technology as assigned
- Implement Canadian orientation and integration materials per class interest
- Assign guest speakers for presentations and workshops according to class needs and interests
- Assist in the marketing, recruitment and selection of prospective learners.
- Maintain information regarding student progress in an orderly manner to be maintained in participant files
- Assist in developing and arranging off-site field trips as assigned.
- Represent the WEST organization at selected meetings, forums, conferences, etc. as assigned
- Other duties as assigned

Additionally, the basic language instructor must demonstrate sensitivity to adult learners, awareness of the multicultural community and cross cultural issues. The instructor must be able to supervise and maintain a classroom in an efficient manner.

**Apply in writing no later than Friday, July 23, 2010 with a cover letter and resume to:**

WEST Hiring Committee  
201-647 Ouellette Avenue  
Windsor, Ontario N9A 4J4

Fax: (519) 256-3963  
careers@westofwindsor.com

*We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.*