



Position Title: Language Skills Training Instructor - Supply

Department: Language Skills Training (LST)

Job Summary:

Under the direction of the LST Program Coordinator the LST Instructor will be responsible for all aspects of classroom instructional preparation and delivery needed for the WEST – LST Program. The LST Instructor will be assigned shifts by the LST Coordinator in the absence of a regular LST Staff because of a leave.

Specific Duties and Responsibilities

- Prepare daily instructional material
- Evaluate and document student progress
- Research existing curriculum and resources including the approved LST 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

Qualifications and Essential Skills

- **Preferred TESL Ontario Certification**
- Demonstrate sensitivity to adult learners and awareness of the multicultural community and cross cultural issues
- The ability to work with a diversity of individuals and groups
- Must be able to supervise and maintain a classroom in an efficient manner
- Outstanding personal and interpersonal communication skills
- The ability to keep concise records
- The ability to facilitate group discussion, analyze situations, and draw conclusions
- Excellent problem solving skills to analyze issues and create action plans
- The ability to adapt to changing work priorities and maintain flexible working hours
- The ability to establish and maintain constructive relationships



Women's Enterprise Skills Training of Windsor Inc.
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WEST Inc. reserves the right to hire during the posting period. 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.

(Accommodations available upon request)