



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 language training Program. This program is funded by IRCC.

Instructor Qualifications:

- University degree and prefer TESL certification from a training organization recognized by TESL Canada
- Minimum 2 years of teaching experience in adult English Language Instruction, preferably in the LINC program
- Experience facilitating an online educational environment
- Experience in and understanding of Canadian Language Benchmarks (CLB) and Portfolio Based Language Assessment (PBLA) will be considered an asset
- Strong competency in computer literacy and the use of educational web tools
- Excellent verbal and written English skills
- Highly organized, flexible, and sensitive to the needs of new immigrants to Canada

Instructor Duties:

- Instruct classes to newcomers in the LINC program following a set monthly theme. (e.g. housing, health employment)
- Instruct lessons in all four language skills of reading, writing, listening, speaking, emphasizing practical language and Real-World Tasks
- Coordinate with Lead Teacher to facilitate PBLA procedures
- Prepare course materials as needed
- Maintain student attendance and required reporting



Women's Enterprise Skills Training of Windsor Inc.
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Apply in writing with a cover letter and resume to careers@westofwindsor.com

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)