

## **REXDALE WOMEN'S CENTRE JOB POSTING**

**POSITION: ESL INSTRUCTOR- Employment Essential Program- Contract Position**

**TIMEFRAME: July 11, 2016 to August 5, 2016 (4 Weeks)**

**SALARY: \$34.95 per hour**

**Hours: 2 hours/day Monday to Friday- from 12:00 to 2:00 pm**

**Background:** The Rexdale Women's Centre is a voluntary non-profit organization that provides a variety of services and programs to refugee and immigrant women and their families in a culturally sensitive, non discriminatory and supportive environment where women and their families work together to provide their own well being

**Summary:** The ESL Instructor plans and delivers ESL instruction to adult students enrolled in the Employment Success Program for Newcomers Women Program at the Rexdale Women's Centre. The primary responsibilities for this position include developing and delivering community-based ESL program which focus on literacy, numeracy and financial skills as well as teaching materials based on the Employment Success Program Curriculum. Instructor in consultation with RWC Employment Counselors will assess and monitor student progress.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinate curriculum development and teaching activities in consultation with Employment Counselors and Rexdale Women's Centre's staff (as approved by Executive Director).
- Conduct on-going needs assessment, development, and evaluation of program.
- Prepare, plan and deliver settlement and multi-leveled, student centered, ESL lesson material and teaching aids.
- Monitor and record student progress on a regular basis in order to maintain continuous quality improvement standards.
- Work with ESL Co-ordinator to ensure recruitment, client intake and promotional activities take place.
- Work in coordination with other program staff.
- Supervise, monitor and support program volunteers.
- Encourage and facilitate communication both within the program and the agency.
- Research and make recommendations on the purchasing of ESL references, aids and materials to the Program Director.
- Perform required administrative duties: take attendance, submit forms, etc.
- Prepare monthly and quarterly activities reports.
- Keep Program Directors informed about significant developments.
- Perform any other duties as assigned by the Manager.
- Attend team and RWC meetings and participate in multi-disciplinary committee work.
- Adhere to RWC personnel policies, procedures and practices.

### **QUALIFICATIONS:**

1. TESL Ontario Certification.
2. Cross-cultural training or experience in working in a multicultural environment.
3. Knowledge of settlement issues.

4. Possess skills in facilitating group discussion and problem solving.
5. Strong English language communication skills.
6. Proven leadership skills.
7. Strong proven ability to work cooperatively in a team environment.
8. Computer literacy.
9. Solid working knowledge of LINC Program Guidelines and Procedures.
10. A confidentiality agreement, criminal record and T.B. checks are requirements of employment.

**DEADLINE: @ Tuesday, June 30, 2016**

**Submit Resumes to:**

**HIRING COMMITTEE- ESL INSTRUCTOR- Employment Essential Program  
925 Albion Road, Suite 309  
Rexdale, ON M9V 1A6**

**EMAIL: [gherrera@rexdalewomen.org](mailto:gherrera@rexdalewomen.org)**

**Only applicants who will be interviewed will be contacted**

**RWC is an equal opportunity employer and subscribe to the Ontario Human Rights Act.**

**RWC is a United Way Member**