



Victoria Immigrant & Refugee Centre Society (VIRCS)

1004 North Park Street - Victoria, B.C. V8T 1C6
Telephone: (250) 361-9433, Fax: (250) 361-1914

JOB DESCRIPTION: ADULT ESL TEACHER

Job title: Adult ESL Teacher
Reports to: Program Manager, Settlement and Integration Services Program
Status: Part time, 22.5 hours/week
Application Deadline: May 15, 2018; 5:00PM PST

The Victoria Immigrant and Refugee Centre Society has been dedicated to immigrants and refugees in Greater Victoria for almost 30 years, helping clients from all over the world. It serves more than 3,000 newcomers annually with its programs in the areas of employment, settlement, integration, children and youth, as well as many other projects and activities.

PRIMARY ACCOUNTABILITY:

Operating within the B.C. Settlement in Integration Services Program, the adult ESL Teacher is responsible for the proper delivery of Adult ESL classes at the Victoria Immigrant and Refugee Centre Society (VIRCS) and requisite site locations identified as spoke locations below.

RESPONSIBILITIES

- Preparing ESL class materials;
- Delivering ESL classes as well as organizing informal language practice sessions;
- Developing curriculum for emerging needs;
- Assessing students' English language during the intake process;
- Evaluating students' progress throughout the program;
- Coordinating services with other ESL staff and students;
- Registering and maintaining attendance;
- Building relationships with community partners and related services;
- Accurate reporting of ESL activities;
- Providing supervision, support, coordination of ESL volunteers and volunteer teams on special projects;
- Liaising with Volunteer Coordinator regarding volunteer needs/evaluation;
- Ability to work in the various locations identified in the hub and spoke model for the service delivery on a rotational basis (Victoria, Saanich, Sidney, Oak Bay, Westshore, Esquimalt/View Royal, and Sooke);

SKILLS AND QUALIFICATIONS

- This position requires a TESOL Canada approved ESL certificate or a Degree in English as specified by the BCTF. Preference will be given to candidates with training in linguistics and classroom experience in an ESL environment.
- Strong organizational skill: orientation to detail;
- Effective communicator; second language an asset;

- Strong workshop facilitation and coaching skills;
- Ability to work with diverse populations;
- Strong office administration and time management skills;
- Computer literate;
- Knowledge of local social services, non-profits and community resources;
- Knowledge of The Canadian Language Benchmarks Assessment tools;
- Competence using the Portfolio Based Language Assessment tools;

ASSET QUALIFICATIONS

- 1) Experience working in a multicultural environment
- 2) Proficiency in language(s) relevant to our newcomer clients groups
- 3) In-depth understanding of the issues relating to newcomer settlement in Canada
- 4) Experience and understanding with the cultural communities immigrants and newcomers

TO APPLY:

If your credentials meet the above job description, please forward your cover letter and resume, quoting the job title in the subject line, to: Yazan Khalaileh, Settlement Director, yazan@vircs.bc.ca. Application deadline is May 15, 2018; 5:00PM PST.

SALARY: \$21.5/hr x 22.50hrs/Week

NOTE: This application is open to both internal and external candidates. Strong internal candidates will be given preference.

VIRCS is an equal opportunity employer. We encourage applications from people of different ethnic and cultural backgrounds, especially immigrants to Canada who are entitled to work in British Columbia.