

INTERNAL AND EXTERNAL JOB POSTING

EAL Curriculum Developer

Short-term contract to end October 2023

ISANS is seeking a part-time **EAL Curriculum Developer** responsible for the development of the instructional program and instructional team for the REACH Project. Reporting to the Supervisor and the Manager, Language Services, this position will be responsible for:

Duties and Responsibilities:

- Be familiar with the vision, mission, values, strategic plan, and integrated client service delivery approach, program and/or project proposals and contracts, and your role in achieving the goals and contractual outcomes of the department
 - Be familiar with the REACH program contracts and operations policies, and understand their role in achieving the stated goals and contractual outcomes, through either direct or indirect means
- Instructional Leadership Team
 - As a member of the REACH Curriculum Development Team (Curriculum Developers) participate in the development of appropriate systems, procedures, and standards, and maintain and implement them
 - Chair Curriculum team meetings on rotating basis
 - Assist Project Manager in the preparation of Program Reports and Program Funding Proposals
 - In collaboration with the Curriculum Development Leadership team
 - identify areas for program and curriculum development, and work to develop and improve the program curriculum and resources
 - Liaise with program partners to assign content creation responsibilities equitably amongst the different stakeholders
 - With the Project Manager, organize and implement professional development opportunities for pilot instructional staff
 - Oversee program-monitoring activities as outlined in the REACH work plan and as directed by the Project Manager
 - Help to identify and respond to emerging program issues and work closely with the project Manager in planning solutions
- Instructional Support
 - Assist the Project Manager in hiring, training, supervising, and evaluating pilot staff instructors (supervision of 1staff)
 - Provide support to the pilot language Instructors and act as a coach to pilot language instructional staff
 - Stay up-to-date and current on instructional theory and methodology primarily in the use of technology
 - Support program assistants and instructors in responding to client issues and concerns, and by communicating these issues and concerns to the Project Manager; work closely with the Manager in planning solutions
 - In consultation with instructors and the Project Manager, purchase instructional resources and equipment, and organize and maintain the Resource Library, including books, and online resources,
 - As required, coordinate the work of volunteers to enhance the learning experience for students

- Perform other duties as assigned by the Manager

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Recognized TESL qualification

Experience:

- 2 years experience in a similar position teaching adults
- Experience in EAL curriculum development
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience working with Canadian Language Benchmarks
- Experience working with vulnerable populations

Knowledge:

- Understanding and knowledge of adult education principles

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

Terms of Employment:

- Short-term contract to October 31, 2023
- Part-time: 20 hours a week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Wednesday January 19, 2022– 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

Please note that ISANS requires Proof of Vaccination (POV), or an approved exemption, from all its employees in order to be part of the organization. If you need to request an exemption, it must be based on human rights grounds.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**