

INTERNAL & EXTERNAL JOB POSTING

EAL Instructional Assistants, Biliteracy Class

(Short-term contracts to end March 2024)

ISANS is seeking two part-time **EAL Instructional Assistants, Biliteracy Class** to assist in teaching adult newcomers the language skills they need to join the English language programming, using a language the newcomer is proficient in. Reporting to the Supervisor and the Manager, Language Services, this position will be responsible for:

Duties and Responsibilities:

- Assisting in delivering language skills to adult newcomers, providing ongoing links to existing resources/supports/programs
- Assisting in preparing and designing appropriate and relevant materials for teaching purposes
- Assisting in conducting ongoing needs assessments
- Organizing and updating language resources and teaching materials
- Tidying and organizing classrooms and display boards
- Teaching scheduled classes under the supervision of a lead EAL instructor
- Attending orientation and on-going training on teaching literacy to adult newcomers
- Delivering adapted materials in the assigned language for the class.

General responsibilities:

- Providing information as required for internal/external reports and proposals
- Reviewing and adhering to ISANS workplace policies and procedures
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Photocopying and filing documents
- Participating fully in regular staff meetings, team meetings, training and development and ISANS events
- Performing other duties as required

The ideal candidate for this position will have the following:

Education:

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

Experience:

- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience in delivering pre-made EAL materials an asset, such as volunteering with a conversation circle or other program
- Experience in a similar position teaching an asset

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

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment

- Short-term contracts to March 31, 2024
- Part-time, 10.5 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Friday February 2, 2024- 4.00pm

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.

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.

Only those eligible to work in Canada will be considered for this position

**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.**