

JOB DESCRIPTION



Job title	English as Additional Language (EAL) Teacher
Reports to	Manager of Programs and Instructional Coordinator
Areas of Responsibility	Community English for Refugee Women

JOB PURPOSE

PIRS delivers English programs for isolated and vulnerable immigrant and refugee women with young children. PIRS is working to become a trauma inclusive agency.

The EAL teacher will plan and teach English classes for refugee and immigrant women that incorporates trauma informed practices and curricula.

DUTIES AND RESPONSIBILITIES

- Develops and implements curriculum and lesson plans for targeted programs to meet the specific needs of various immigrant women and children populations following the PIRS curriculum framework
- With the Outreach Support Worker, assesses the language learning, orientation and settlement and adaptation needs of the participants
- Creates a supportive, positive and motivating learning environment
- Promotes the development of friendship and support among the participants
- Seeks out ways to involve participants in program planning and evaluation
- Promote cross-cultural sharing among participants
- Works with Children's program staff to plan and coordinate activities as appropriate
- Evaluates and documents the participants' needs on an ongoing basis and adjusts the teaching plan accordingly
- Conducts, with the assistance of the Outreach Support Worker, CLB aligned progress activities and evaluations
- Plans for guest speakers, field trips and special events in consultation with other program staff
- Participates in a team approach to program planning and delivery
- Together with all program staff (EAL and ECE) plan and coordinate parent-child activities and special events for parents and children together
- Orients, guides and supports volunteers so that they are able to contribute effectively and develop their potential
- Works collaboratively with the staff of the host site

Administration

- Participates in regular team meetings
- Participates in orientation and training sessions as required
- Submits narrative and assessment reports as required
- Submits required paperwork on time (time sheets, expenses, etc.)
- Participates in annual performance reviews
- Liaises with PIRS administrative staff

QUALIFICATIONS

Mandatory Qualifications

- Certification in teaching English as a second language to adults (from a TESL Canada recognized training program)
- Ability to speak and write English fluently
- Attitudes and values in keeping with the goals and philosophies of PIRS
- Understanding trauma informed practices and experience working with marginalized or vulnerable learners

Desired Qualifications

- Experience with LINC or adult education programs and benchmarks
- Experience working with immigrant or refugee clients preferred
- Ability to work in a team setting
- Ability to work with and direct volunteers

Personal Qualities

Attitudes and values in keeping with the goals and philosophy of PIRS

Sensitivity to the needs of immigrant women and children, whose needs may change over time

Genuine interest in learning from other cultures

Possession of non-judgmental and genuinely positive attitudes (culture, religion, sexuality, special needs) and freedom from stereotypes

Continuous professional development, including reading relevant journals, books and publications

WORKING CONDITIONS

This is a part-time position

Working with clients with little or no English

Program delivery activities may require a moderate level of physical fitness to carry out duties of the position.

Please apply for this position by emailing your up-to-date resume and cover letter to Marcela Mancilla-Fuller. Email: mfuller@pirs.bc.ca

Deadline for applications is September 3rd 2018.