

---

## Join our award winning team!

Each year hundreds of immigrants choose to make Nanaimo their new home. Central Vancouver Island Multicultural Society (CVIMS) is a registered charity - non-profit, community-based agency that works with individuals and organizations. Since 1979, we have responded to the needs of the community by developing programs and services to ensure all members of our diverse community have equitable access to its services and opportunities. We are currently recruiting for:

---

### CLB LINC INSTRUCTOR – 25 INSTRUCTIONAL HOURS/WEEK

---

#### **JOB SUMMARY:**

Provide English as a Second Language instruction to eligible adult immigrants registered in our Language Instruction for Newcomers to Canada (LINC) program; instruction will be based on the national language framework Canadian Language Benchmarks (CLB) utilizing Portfolio Based Language Instruction (PBLA); the successful individual will help learners develop the linguistic and cultural competences necessary for basic social interactions, locating housing, meeting basic needs, acquisition of Canadian citizenship, and eventually locating employment opportunities in the Canadian labor market or to pursue education. Instructors will use a communicative, student-centered task-based approach in the classroom.

#### **YOU MUST HAVE:**

- TESL Certification Level 1 or equivalent
- Undergraduate degree in a related discipline (i.e. English as an Additional Language, English, Bachelor of Education, Adult Education, or Applied Linguistics)
- The ideal candidate would have a Minimum of two to four years' experience in ESL instruction for adult learners within a settlement setting.
- Must have instructional experience and training in the area of adult ESL; working knowledge of the Canadian Language Benchmarks and PBLA a necessary and strong asset.
- Experience and knowledge of language instruction in the settlement sector an asset.

A full job description can be found on our website at: <http://www.cvims.org/careers/>

*The successful candidate will have respect for diversity and proven abilities in working with diverse clientele with a wide range of barriers. Awareness of one's own capabilities and understanding of when to draw upon others' expertise, a positive attitude and professional conduct are vital.*

**NOTE:** All applicants must complete and submit the attached checklist and supporting documentation with their application package.

---

#### **Submit resumes to:**

Gerald Halabura, *Head Language Instructor*  
**Central Vancouver Island Multicultural Society**  
101 – 319 Selby Street, Nanaimo BC V9R 2R4  
Email: ghalabura@cvims.org  
Fax: (250) 753-4250

---

#### **Deadline:**

**Wednesday, March 20, 2019 – 12:00 pm**  
*Only short-listed applicants will be contacted.*

No phone calls please.

## ESL Instructor Qualification Checklist

---

Date Completed:

Applicant's Name:

### ESL Instructor Qualifications Review:

Please choose **one** of the three (3) categories below to describe the instructor's qualifications.

**Category 1:** This instructor has completed an ESL training program listed on the TESL Canada approved training list. Please attach a copy of the credential (diploma or certificate) to this form.

**Category 2:** This instructor has completed an ESL training program **not** listed on the TESL Canada Approved Training list. Please indicate with a checkmark that the following equivalency benchmarks have been met in sections 1-4 below:

- Either 600 hours of ESL teaching experience within the last three years. Attach documented proof<sup>1</sup>; **or**  
 A supervised practicum (minimum of 20 hours in length) as part of their ESL teacher training. Please attach documented proof of completed practicum.
- ESL teacher training program duration - minimum of 100 hours of ESL teacher training (not including practicum, if applicable)<sup>2</sup>
- ESL teacher training program includes coursework on ESL Teaching Theory and ESL Teaching Methodology as confirmed by a transcript and/or course descriptions:

**a) ESL Teaching Theory which may be described on documentation as:**

- Pedagogy/adult education principles; and/or
- Linguistics

**b) ESL Teaching Methodology which may be described on documentation as:**

- Lesson planning; and/or
- Lesson material analysis/development; and/or
- Teaching reading, writing, speaking, listening, grammar and vocabulary skills; and/or
- Using student evaluation and testing tools.

4. Confirmed English Language proficiency level sufficient to provide instruction in ELSA courses. Confirmation can be provided by a minimum of one of the following:

- English as a first language; or
- Completion of a minimum of a bachelor's degree from an English speaking country where the program was taught in English; or
- A minimum TOEFL score of 550; or
- A minimum IELTS score of 6.5; or
- Other documented confirmation (employer's discretion).

### Additional Comments (optional):

<sup>1</sup> An example of documentation would be an employee record indicating the total hours worked within the last three years.

<sup>2</sup> If the instructor has completed one of the following programs, a copy of the diploma/certificate issued is the only required documentation for sections 2.2 and 2.3:

- A TESL or TESOL degree program from a Canadian, US, UK or Australian/New Zealand institution
- CELTA, DELTA, SFU Certificate in Teaching ESL, UBC TESL Certificate
- CLBPT Assessor Training Certification
- TESL Ontario Language Instructor or TESL Trainer Accreditation
- Any certificate approved through BC TEAL or TESL Canada's PLAR process now or in the past (includes expired programs) and/or an instructor who has been grandfathered by TESL Canada. Please also include relevant documentation from BC TEAL or TESL Canada.