



# MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

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## LINC Instructor

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at [www.mnsinfo.org](http://www.mnsinfo.org)

This is a full-time contract position scheduled to work 25 hours per week.  
(Current incumbent is on Leave of Absence)

### Duties:

- Design, implement and instruct English as a Second Language classes in a LINC program.
- Design a long range as well as daily lesson plans based on the Revised Canadian Language Benchmarks 2012.
- Develop a diversity of course materials that are based on the LINC Curriculum Guidelines in a competency-based program.
- Conduct on-going needs assessments with learners and develop lessons accordingly.
- Design activities for ongoing and final assessments of learners' progress based on the Canadian Language Benchmarks.
- Provide computer-assisted instruction using language learning software, MS Office programs where appropriate.
- Maintain attendance records and other documentation as required.
- Organize special events to enhance learners' participation and cultural experience.
- Assist in outreach activities to recruit LINC clients as required.
- Plan for and assist learners in developing their portfolios and complete the required documentation.
- Integrate online training such as LearnIT2Teach and other online resources in lesson delivery where appropriate.

### Qualifications:

- TESL certificate from an accredited institution recognized by TESL Ontario.
- Must have a valid certification by TESL Ontario.
- Minimum two (2) years experience teaching English as a Second Language to adult newcomers.
- Understanding of and experience using the Revised Canadian Language Benchmarks 2012 and the LINC Curriculum Guidelines.
- Preference will be given to candidates who have completed LearnIT2Teach Stage 2.
- PBLA training certificate is an asset.
- Experience providing online training will be an asset.
- Experience providing adult instruction using software associated with the LINC Program (i.e., Ellis, Clarity and Explore Canada) as well as Microsoft Word, Excel, email and the Internet.
- Knowledge of LMI in the GTA specifically surrounding cities would be an asset.
- Excellent English communication and interpersonal skills with ability to adapt teaching methodology to the needs/skill levels of individual learners.

- Demonstrated sensitivity to the needs of adult immigrants and refugees.
- Ability to work independently with excellent organizational and time management skills.

**Location:** 7205 Goreway Drive. Unit# 38, Mississauga, ON  
(Temporary remote work during COVID 19 pandemic.)

**Start Date:** October 4, 2021

**End Date:** October 3, 3022

**Rate:** \$35.09 per hour

**Deadline to apply:** September 7, 2021

If you are interested, please send your resume with a covering letter to [HR@mnsinfo.org](mailto:HR@mnsinfo.org)

*"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."*

*MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.*