

ESL Instructor(s)

COMP CE: 004-19 to CE:007-19

OPSEU 423

The Ottawa Catholic School Board Adult ESL Program is looking for part-time instructors in the Adult English as a Second Language (ESL) program. Under the supervision of an ESL Coordinator supervisor, the ESL instructor will assess the learners' progress against the Canadian Language Benchmarks within a portfolio-based language assessment (PBLA) environment. Each ESL instructor is responsible for the class at the assigned location, and must: Demonstrate appropriate classroom management skills including attendance and record keeping; Perform formative/summative assessments for learning using PBLA; Report learner progress; Develop curriculum and lesson plans for the courses taught and liaise with the supervisor, as required. Daytime participation by ESL instructors is required at paid professional development days throughout the school year. Location requirements are:

- St. Nicholas Adult High School (Admiral Avenue) – Canadian Language Benchmark 4, Monday to Friday 9:00 a.m. - 12:00 p.m. (15 hrs/week) - COMP CE:004-19
- St. Joseph's Adult School (Lajoie Street) – ESL Computers (Canadian Language Benchmark 5-8), Monday to Friday 9:00 a.m. – 12:00 p.m. (15 hrs/week) - COMP CE:005-19
- Holy Trinity High School (ESL Night School) – Canadian Language Benchmark 7-8, Monday and Wednesday evenings 6:00- 9:00 p.m. - COMP CE:006-19
- St. Mother Teresa High School (ESL Night School) - Canadian Language Benchmark 5-8, Monday and Wednesday evenings 6:00- 9:00 p.m. - COMP CE:007-19

QUALIFICATIONS

1. Proficiency in the English language and an undergraduate degree or acceptable equivalency, as determined by the Board.
2. Valid TESL Ontario Certification or proof of TESL Ontario accreditation through the PLAR process (current or completed) and be a member in good standing.
3. Proven knowledge and understanding of the Canadian Language Benchmarks and experience working with Portfolio Based Language Assessment (PBLA). This can be demonstrated by certification from (a) the CLB Boot Camp and (b) the online PBLA module, both available on the CCLB website, www.language.ca or equivalent proof of training/experience.
4. Proven experience in teaching ESL to adults at various CLB levels using a variety of methods and techniques to enhance effective language acquisition to meet learner goals.
5. Excellent classroom management skills and/or experience, especially with multi-level classrooms.
6. Sensitivity to and experience working with diverse learners and staff. Knowledge of other languages an asset.



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Human Resources Department
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7. For the ESL Computer position, relevant training and prior work experience using Office software, Google Suite and other software required. Experience teaching SAGE/ACCPAC, QuickBooks accounting software or coding software is advantageous.

Candidates will be selected on the basis of their qualifications and experience. Candidates invited to an interview may be required to complete a teaching-related task at the interview.

The salary for these positions is \$36.51 per hour (plus 4% vacation pay and 3.8% statutory holiday pay).

The approximate start date for these positions is February 1, 2019.

The OCSB encourages qualified applicants to apply for one or more of the openings. Management reserves the right to assign an instructor to a specific class assignment(s) and/or location in the ESL program.

Interested candidates are invited to apply, by **January 24, 2019**, by clicking [this link](#) to complete an online form. After you have submitted the form, please also email a cover letter and resume to heather.loates@ocsb.ca.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if you require accommodations at any time throughout the application process, please contact Heather Loates in the Human Resources Department 613-224-4455 ext. 2420 or via email at heather.loates@ocsb.ca prior to the posting closing date so that appropriate arrangements can be made.



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