

JOB OPPORTUNITY NOTICE

ESL & LINC Program Specialist

Temporary Contract August 24, 2020 to September 1, 2021

PASS Grade 3 \$62,104 - \$69,900

Reporting to the Principal of Continuing Education (CE) and the ESL/LINC Coordinator, the incumbent will be responsible to work in collaboration with the ESL/LINC Coordinator to support all program stakeholders including learners, instructors, administrative staff, community partners and funders. The incumbent will provide support for administrative and academic programs, CLARS & iCARE support, curriculum development, health and safety, and outreach and marketing.

Duties include but are not limited to:

- Provide training and support at multiple locations for CCE Site Coordinators related to attendance, iCARE, CLARS, student issues and emergent issues
- Develop curriculum for ESL and LINC programs
- Support the delivery and implementation of staff development and staff training at multiple locations
- Support ESL/LINC Coordinator with program development, process development and improvement
- Support ESL/LINC Coordinator and the CE Coordinator with CFP/RFP preparation and program reporting
- In collaboration with the ESL/LINC Coordinator and the CE Coordinator, support outreach and marketing initiatives related to CCE ESL/LINC programs
- Act as a back-up to the ESL/LINC Coordinator when required

Qualifications:

- TESL Ontario certification
- Comprehensive knowledge of ESL and LINC curriculum guidelines and Canadian Language Benchmarks
- Excellent knowledge of the Portfolio Based Language Assessment (PBLA) system
- Minimum three years of experience delivering ESL instruction in community programs
- Proficiency in curriculum development

- Excellent computer skills including CLARS database, iCARE database, webpage maintenance, Microsoft Office, Google Drive/Docs
- Strong problem solving and strategic thinking skills
- Excellent analytical, organizational and time management skills
- Demonstrated experience building collaborative working relationships and providing exemplary service to a diverse group of internal and external stakeholders
- Valid driver's license and access to reliable transportation is required

Deadline for submission is 4:00 p.m. on Monday, July 27, 2020.

Please apply by emailing a cover letter, resume and a copy of current TESL Ontario certification to: delliott@hwdsb.on.ca

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.