

**SOUTH ESSEX COMMUNITY COUNCIL**  
**POSITION DESCRIPTION**  
**Job Posting #2022-32**  
**Internal/External**

**POSITION TITLE: Language and Settlement Services-Language Instructor (Permanent Part-Time)**

**Position summary:** Under the general supervision of the Language & Literacy and Basic Skills Department Coordinator, the Instructor assumes the following duties and responsibilities:

- Provide language instruction to newcomers following the Language Curriculum (PBLA) and the Canadian Language Benchmarks.
- Provide classroom support in the assessment and placement of adult participants.
- Record student progress and attendance.
- Assist in the collection of information for monthly and year-end statistical reports.
- Attend, promote and provide assistance to agency functions for the purpose of promoting /fundraising South Essex Community Council.
- Attend staff meetings and staff training and/or in-service opportunities provided by the employer.
- Work with tutors to assist in delivery of instruction
- Other duties as assigned.

**QUALIFICATIONS:**

A post-secondary diploma or degree in human services or related field (Degree in Education preferred)

**AND**

One to three years of demonstrated experience working with newcomers and/or adult learners

**AND**

TESL Certification

- Strong computer skills
- Strong verbal and written communication skills
- Experience working with diverse cultures is an asset

**SALARY AND HOURS:**

- \$28.78/hr, Rate of pay in accordance with the CUPE Local 4523 Collective Agreement
- 21 Hours per week, 1230 to 830pm, Tuesday, Wednesday and Thursday evenings
- Position runs 40 weeks per year, with shut down at Christmas, March Break and Summer holidays
- Flexibility may be required based on the needs of the program

**EXPECTATIONS:**

- Respect the privacy of clients and maintain professionalism at all times when dealing with client issues
- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program statistics
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff
- Understand the mandate of the program and effectively communicate that mandate to clients, employers and community partners
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

**Internal/External Posting  
Without Prejudice**

Please submit resumes by 4:30 p.m.

Sunday, August 7, 2022

Jennifer Moore

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Manager of Human Resources

**PLEASE NOTE:**

*Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.*

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources