



**Join our team at the only Francophone college north of 60<sup>th</sup> parallel!**

Position to be filled: **English Instructor (LINC program)**

Location: **Yellowknife**

### **Who are we?**

Founded in 2011, Collège nordique francophone (CNF) is the only educational institution north of the 60th parallel to develop your linguistic and professional skills or pursue your post-secondary studies in French, in person or online. Since 2019, CNF has also been offering the LINC program in English to permanent residents in Canada. It is the only provider of this IRCC-funded language training in the Northwest Territories, which helps immigrants settle into their new home, prepare for the job market, meet new people, and meet the language qualification for citizenship

In the coming years, we are looking to enhance our post-secondary, language and continuing education programs. To achieve this, we need to expand our team of motivated, dynamic and dedicated professionals.

### **Why CNF as an employer of choice?**

Choosing CNF is a career move to an environment where you will be encouraged to communicate your ideas and take on new challenges. The combination of creativity, diversity, commitment and pride are the values that make us a quality educational institution and an employer of choice. The CNF is also recognized for its outstanding leadership in the North to build awareness about the importance of promoting, preserving and celebrating our unique cultures and ways of life. We offer competitive salaries and professional development opportunities, as well as vacation time.

Working in Yellowknife means experiencing linguistic and cultural diversity on a daily basis, in a territory that has no fewer than 11 official languages. Our unparalleled lifestyle combines the outdoors, adventure and culture. Most of us live within ten minutes of our workplace, overlooking some of the most beautiful scenery in Canada, in a community ideal for young families with all the services and advantages of a capital.

### **Working as English Instructor**

Reporting to the Director of Training and Student Success, the incumbent will be specifically in charge of teaching English (Canadian Language Benchmarks 1 to 8), and language skills development to a diverse clientele of adult newcomer learners, while increasing their understanding of Canadian local, social, workplace and cultural norms. S/He will monitor students' progress through the components of portfolio-based language assessments (PBLA) and provide feedback to students informally on an ongoing basis as well as formally through student progress reports.

### **Main Responsibilities**

- Designs and delivers lessons based on the LINC program curriculum at an appropriate level for adult learners attending the class
- Teaches English language and learning skills using a variety of instructional techniques, in person and virtually
- Delivers a curriculum that advances a newcomer's understanding of life and work in Canada



- Implements all aspects of Portfolio Based Language Assessment (PBLA) and maintains monthly evidence of advancement as well as all other student-related information
- Keeps abreast of current ESL and online teaching techniques and LINC program developments by participating in internal and external PD events; shares learning with colleagues through staff meetings and internal PD as required; and assists with goal setting for the program by sharing information and resources
- Enters attendance records into computerized database (iCare system) monthly. Submits required monthly reporting documents in a timely manner.
- Organizes field trips and take charge of the cultural activities program

### **Qualifications**

- Completion of a Bachelor's Degree in Adult Education, or Education or a combination of a Degree in another field plus recognized TESL certification or equivalent
- 1-3 years' experience teaching English as a second language to adults
- Ideally knowledge and experience working with the Canadian Language Benchmarks (CLB) and Portfolio Based Language Assessment (PBLA)
- Knowledge of French would be considered an asset
- Criminal record check required

### **Skills and Abilities**

- Strong ability to work in a team while being self-directed -- able to teach with limited supervision
- Experience using Zoom, MS Programs such as Teams, Word, Excel, and PowerPoint
- Knowledge of settlement issues and familiarity with educational resources for immigrants
- Skilled at teaching EAL curriculum and developing lesson plans
- Ability to work effectively in a culturally diverse environment
- Strong organizational and interpersonal skills
- Excellent written and verbal communication skills
- Ability to meet deadlines
- Willingness to learn about the local community and foster strong relationships with other local service providers

### **Terms and conditions of employment**

**Salary:** Competitive salary

**Time off:** Generous leave policy starting at 3 weeks of paid vacation to be taken in August, 1 personal day, 2 weeks of paid time off for the Holidays.

**Start date:** August 28, 2023

**Deadline for applications:** March 31, 2023, 4:00 PM MST

If you want to find out more about CNF, visit [www.college-nordique.com](http://www.college-nordique.com). If you are interested in applying, please send your curriculum vitae and cover letter by email to [carrieres@college-nordique.com](mailto:carrieres@college-nordique.com). We thank all applicants; however, only those shortlisted will be contacted for an interview.

**The College promotes equal access to employment**