

# EnglishOnline

## MANITOBA'S ADULT EAL LEARNING NETWORK

### LINC Home Study Instructor (Maternity Leave Term)

English Online is hiring a LINC Home Study Instructor to support online learners.

English Online is a not-for-profit organization providing an online learning community to support pre-departure and post-arrival newcomers to Manitoba with their settlement integration. English Online is a provider of the LINC Home Study program in Manitoba. LINC Home Study is a national online 1-on-1 language training program funded by CIC.

This position is a term position for approximately 1 year to fill in for a maternity leave.

### Responsibilities

The LINC Home Study instructor will facilitate all regular instructional activities for students in the program. The successful candidate will:

- teach a variety of levels as determined by client demand
- create student portfolios and maintain samples of student work (for review by program supervisors)
- provide weekly oral instruction for students
- maintain a learning log (lesson planning tool) for each student
- provide support to clients by email, phone, the learning platforms and online communicators, i.e. Skype
- mark assignment submissions in a timely manner
- assess and issue CLB learner exit reports
- participate in monthly team meetings, and attend and assist with events as required
- participate and present in PD sessions in order to keep current and responsive to the changing needs of e-learners
- maintain timely reporting

### Qualifications

- TESL Certification, recognized by TESL Canada, and University Degree
- 1 to 3 years teaching or tutoring adult ESL and a thorough understanding of CLB
- Successful experience teaching or tutoring in a newcomer environment
- High User of Web 2.0 tools, learning technologies, and web-based training, and word processing tools. Specifically use of the following tools/applications: PowerPoint or Presentations, Outlook, Skype, Variety of Internet Browsers, Paint/Screen Capture, Jing, Wikispaces, Social Media
- Demonstrated ability to work independently
- Exceptional communication and interpersonal skills with newcomer clients essential
- Experience delivering online courses beneficial

The incumbent will report to the Lead of Learner Services. The hours for this position depend on client schedules to accommodate mornings, evenings, weekends as well as shift changes (approximately 7 - 10 hours/week).

*Location: Winnipeg. Telecommuting.*

**This is a part-time position.**

**Starting date:** Open until filled

**Schedule:** Varies

**Salary:** \$19.00 to \$21.00 per hour plus 4% vacation pay

**Application Process:** Please submit a cover letter and updated resume via email to [info@myenglishonline.ca](mailto:info@myenglishonline.ca) with a subject line "LHS Instructor Application, August 2015". In your cover letter, please identify your availability for future LHS learners: number of hours, days, time. You will receive an email notification to confirm your application has been received.

**Selection Process:** Only candidates considered for an interview will be contacted within a week of application submission.

As part of the selection process candidates will be interviewed using behavioural and scenario-based interview questions via Skype.

**Application and Interview Tips:**

- English Online Inc. supports clients via online technologies, please highlight your technological skills and experience in your cover letter. Be specific on what applications and Web 2.0 tools you have used (Hint: look at the list in the qualifications, there are many free online tutorials on the tools mentioned.)
- Clients contact English Online via Skype, so the interview will be via Skype. Please familiarize yourself with the different functions in Skype and give some thought on how you would facilitate a Skype lesson with a learner.
- English Online uses a self-directed learning model to facilitate learning. Understanding current trends and pedagogy of self-directed learning would be beneficial. Acquaint yourself with our organization and activities (<http://twitter.com/#!/englishonlinemb>; <https://www.facebook.com/myEnglishOnlineMB>; <http://myenglishonline.wikispaces.com/>)
- Past applicants have volunteered with us, brought with them a teaching portfolio, have uploaded YouTube video to present grammar points, created a wiki and activities for self-directed learners, shared their teaching blog, participated in an online course or online workshop and presented evidence of their commitment to professional development and lifelong learning.

*An organizational value of English Online Inc. is professional development and career path management. We support and encourage internal staff, contractors and volunteers to apply for any available position either before or at the same time the position is advertised outside of the company.*