

POSITION:	Instructor, LINC Home Study
TERMS OF EMPLOYMENT:	Casual
LOCATION:	At Home
REPORTING TO:	Coordinator, LINC Home Study
START DATE:	April 1, 2009
END DATE:	March 31, 2010
HOURS:	Varies
HOURLY RATE:	\$21.00 to \$24.00 per hour (depending on experience) plus 4% vacation pay
BENEFITS:	No

SUMMARY: Facilitate all regular instructional activities for all students (online and correspondence) in the LINC Home Study Program

- DUTIES & RESPONSIBILITIES**
- Develop a learning plan for each new student within 2 weeks of first contact
 - Create student portfolios and maintain samples of student work (for review by program supervisors)
 - Provide weekly oral instruction for students
 - Complete quarterly progress reports for each learner as per guidelines
 - Attend all scheduled staff meetings and other professional development activities
 - Assign regular homework to students
 - Provide regular feedback on student work to the office
 - Teach higher and lower level students as determined by client demand

- QUALIFICATIONS:**
- Relevant post secondary education or equivalent
 - TESL Certification from an accredited institution
 - TESL Ontario Certificate (current)
 - Proficient using the Internet for researching and creating teaching materials
 - Proficient using MS Office products, MS Word in particular
 - Good knowledge of technology-assisted learning and Learning Management Systems
 - Excellent oral and written communication skills
 - Ability to work independently
 - Minimum 2 years' teaching experience in a LINC/ESL class and a thorough understanding of the Canadian Language Benchmarks and the National Placement grid.

**Please email your cover letter and resume to Igor Rosic – Coordinator, LINC Home Study
via**

E-mail: resumes@linchomestudy.ca

OR

Fax : (905) 361-1001

Thank you in advance for your interest. Only those candidates selected for interviews will be contacted.