Immigrant Services

ESL Teaching Assistant

Mornings: Monday to Thursday mornings 8:45am – 12:15pm
Present to March 31, 2017

Position Summary:
To assist ESL Instructors deliver English language instruction applying a Portfolio Based Language Assessment model to eligible adults who have been assessed in accordance with Canadian Language Benchmarks.

Qualifications:
- Relevant post-secondary education.
- Previous experience working as teaching assistant.
- Previous experience in ESL program.
- Strong written and oral English skills.
- Excellent interpersonal skills and demonstrated ability to function effectively as part of a multi-service team.

Duties & Responsibilities:
- Under the direction of the ESL Instructor, provide teaching assistance to individual students and/or groups of students.
- Provide daily feedback to the teacher regarding the progress and needs of the students to whom the Teaching Assistant has been assigned.
- To support the students' learning and practice of English.
- To maintain curriculum and teaching materials as guided by ESL Instructors.
- To assist in maintaining student records and other administrative requirements of the program as directed by the Supervisor of Immigrant Services.

General:
- Wage Rate: as per BCGEU Collective Agreement, Grid Level 10 $16.81.
- This position requires union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Supervisor, Immigrant Services.

Please mention the name of the job position you are applying for in your cover letter.
NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:
Matt Lutz, Human Resources Coordinator
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC   V2P 2C7
Fax: 604.792.6575   Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, December 9, 2016