



UNIVERSITY  
OF MANITOBA

Extended Education

Learning that extends your reach.

## Job Posting – Part-time EAL Teacher

### Extended Education – English Language Studies and International Programs

Position start date:	October 8 <sup>th</sup> , 2013 (or earlier) – June 26, 2014 (dependent on funding)
Closing date for applications:	September 13th, 2013
Rank:	Instructor
Salary:	\$40/ contact hr + PD and staff meeting pay
Schedule:	Tues, Wed, Thu 6:10-9:30 pm (10 hrs./week)
Location:	University of Manitoba, Fort Garry Campus
Level:	CLB 5-7 (may change based on needs)

### Instructor – English Language Studies and International Programs (a 10 month position)

University of Manitoba Extended Education is one of the largest and most diverse academic units of its kind in Canada, with over 4,000 learners enrolled in 30 certificates and diplomas, and hundreds of certificate and non-credit courses, and almost 15,000 students enrolled in degree courses offered through it. As a unit with outreach as its primary mandate, Extended Education provides a significant educational bridge between the University and its communities by partnering with stakeholders to offer innovative, interdisciplinary, and flexible educational programming, increase access to university study, and address barriers to success. Extended Education is comprised of four program streams, one of which is English Language Studies and International Programs (ELSIP), which offers conversational language programs, English language programs for newcomers, and intensive English programs for international learners.

Extended Education invites applications for a 10 month position in English Language Studies and International Programs (ELSIP). This position is in the Adult EAL Program for Newcomers which provides part time English classes to newcomers. The program is administered by Extended Education, University of Manitoba, and is funded by Citizenship and Immigration Canada. The program currently runs 14 classes in the morning and afternoon out of a downtown location (294 William Avenue), and two evening classes at the Fort Garry Campus. This instructor position is for the evening program at the Fort Garry Campus.

Reporting to the Program Coordinator, the responsibilities of the position include:

- Preparing and delivering the assigned course following Canadian Language Benchmark guidelines.
- Preparing supplementary course materials.
- Conducting a needs assessment in the first week of classes and develop learning objectives and a course outline according to the standards set by the Canadian Language Benchmarks and the overall goals of the program.
- Providing students with regular and specific feedback on their progress through ongoing assessment tasks based on Collaborative Language Portfolio Assessment.
- Assisting students with the development of learning portfolios.
- Participating in the development of shared course materials.
- Providing academic support to students outside of class when required.
- Marking assessment tasks in a timely manner.
- Writing and submitting progress reports at the end of every term.
- Checking e-mail on a daily basis and respond to information requests by program staff in a timely manner.
- Participating in bi-weekly staff meetings at the Massey building downtown.
- Participating in professional development sessions offered through the program, generally at the Massey building downtown.
- Providing guidance and mentorship to CTESL practicum students.

**Qualifications and experience required**

- A Certificate in Teaching English as a Second Language (CTESL) from a TESL Canada recognized institution
- A minimum of a undergraduate degree in a related area
- A minimum of 1 year teaching experience in an English as an Additional Language (EAL) program
- Experience teaching with Canadian Language Benchmarks
- Experience teaching adult learners
- A demonstrated commitment to teaching excellence and high standards in course delivery.

Also required are familiarity with EAL teaching methodology; demonstrated innovative and creative teaching spirit; versatility and competency in teaching students at intermediate and advanced levels of English proficiency; excellent communication skills, demonstrated sensitivity to cultural differences, and demonstrated ability to work in a team-teaching environment.

Applications for the position must include a curriculum vitae and a covering letter outlining how the applicant's educational background and work experience are appropriate to the requirements of the position, and should be sent electronically to Ben Starkey, Program Coordinator, EAL Program for Newcomers, ELSIP, Extended Education, at [starkeyb@extended.umanitoba.ca](mailto:starkeyb@extended.umanitoba.ca) no later than September 13th, 2013. Review of applications will begin on September 16th, 2013 and continue until the position is filled. Only those applicants selected for interview will be contacted.

The University of Manitoba encourages applications from qualified women and men, including members of visible minorities, Aboriginal Peoples, persons with disabilities, people of all sexual orientations and genders, and others who may contribute to the further diversification of the university. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Application materials, including letters of reference, will be handled in accordance with the *Freedom of Information and Protection of Privacy Act (Manitoba)*. Please note that curricula vitae may be provided to participating members of the search process.