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English Language Training Drop-in Facilitator   *Competition #OA2425-03*

Position Title: Instructor
Classification: Instructional
Position Description: Attached
Appointment Date: September 9, 2024 – May 26, 2025
                         90 hours *(plus an allowance for coursework commensurate with program changes and incumbent's qualifications)*
Hours of Work: One day per week, 3 hours per day.
Location: **Wakaw**

Human Resources Department   **Application Deadline: <u>May 30, 2024</u>**
P.O. Box 720
Humboldt SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623

English Language Training Drop-in Facilitator

POSITION SUMMARY

The ELT Facilitator position is an out-of-scope position reporting to the English Language Training Coordinator. The ELT Facilitator is responsible for facilitating listening and speaking activities that will support newcomers as they practice and enrich their English language skills, in a welcoming and comfortable group environment.

DUTIES AND RESPONSIBILITIES

- Facilitate conversation and assist learners to gain more confidence in general communications including, but not limited to: settlement, living in Canada, interacting with others, employment, Canadian History, Government, banking, healthcare, housing, volunteerism, and family
- Ensure that all conversation is relevant to the learner's situation, and that the experience of the learner is respected and valued
- Recognize that participants may have experienced trauma in the past and be willing to offer support and/or resources as needed
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Ensure that learners actively participate by choosing what they want to know and learn
- Focus conversation and learning into five key areas: confidence building, improvement of pronunciation and emphasis, vocabulary Builders, life skills, and cross-cultural competency
- Manage the learning environment so it is welcoming and comfortable for all learners
- Facilitate learning activities that reflect the values, beliefs, needs and contributions of a culturally diverse community
- Identify resources and equipment appropriate to support learner development
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Develop working relationships with appropriate external partners and employers
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Apply regulations and policies adopted by Carlton Trail College

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills
- Excellent interpersonal skills
- Ability to work with individuals with special learning needs
- Demonstrated experience working with learners from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns
- Demonstrated ability to organize time effectively
- Demonstrated ability to communicate effectively, both orally and in writing, with students, colleagues, support services and agencies
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies
- Demonstrated familiarity with the tools and technologies that support working remotely
- Ability to adapt to changes in the work environment, structure, process requirements or cultures.
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION

- Bachelor of Education, English, or Adult Education degree
- Completion of CERTESL certificate or equivalent is considered an asset

EXPERIENCE

- ESL teaching and/or knowledge of different cultures or overseas experience will be considered assets
- Training or experience in adult education is considered an asset
- Work/Volunteer experience in group facilitation also an asset