

CAREER OPPORTUNITY: ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTOR - SUPPLY LIST

The [Upper Grand District School Board](#) (UGDSB) employs approximately 4,000 dedicated staff who serve more than 35,000 students attending a variety of programs across 65 elementary and 11 secondary schools as well as continuing education and adult learning centres in the counties of Dufferin, Wellington and the City of Guelph. The UGDSB covers the ancestral and treaty lands of the Mississaugas of the Credit, the Six Nations of the Grand River, and Saugeen Ojibway Nation.

The UGDSB is committed to disrupting systemic racism and oppression in all of its forms. We are committed to building a diverse staff that is reflective of and adds value to the community and students we serve. We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:

- First Nations, Inuit, and Métis peoples, and all other Indigenous peoples
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin
- Persons with visible and/or invisible disabilities

We seek applicants with a wide range of abilities and we provide an accessible candidate experience. If you need accommodation during the application or interview process, please contact Employee Health and Wellness at wellness@ugdsb.on.ca

At UGDSB, we recognize that many of the identities listed above do not exist in a single form and are often intersecting with multiple identities, which can be complex and create unique experiences for applicants. We value the contributions that each person brings, and are committed to creating and maintaining an environment where everyone can participate fully, thrive, and reach their full potential.

The St. George's Centre for ESL (part of the Continuing Education department within the Upper Grand District School Board) is looking for skilled, passionate and qualified individuals for our adult non-credit English as a Second Language (ESL) Supply List. These instructors will fill in for absent ESL Instructors on an as-needed basis and on short notice for short-term, temporary positions in the Upper Grand DSB. Employees on our Supply List can apply for long-term assignments and permanent positions as they become available.

The Upper Grand District School Board's adult non-credit ESL program provides settlement-focused English language training for eligible adult newcomers who want to learn English or improve the English skills they already have. English language classes are held Monday to Thursday between the hours of 9:00 a.m. and 9:15 p.m., Friday between 9:00 a.m. and 3:00 p.m., and Saturday between 9:00 a.m. and 12:00 p.m. Classes range from Foundation Literacy to Canadian Benchmark Level 9.

LOCATION: Guelph

HOURS/DAYS OF WORK: Where there is no guarantee of hours per week as this is a causal position, a causal employee with full availability will have more opportunity to accept available positions as they arise.

RATE OF PAY: \$33.17 to \$37.67 per hour

QUALIFICATIONS:

- TESL Ontario accreditation (in good standing)
- Excellent knowledge of the Canadian Language Benchmarks
- Familiarity with LINC curriculum documents
- Knowledge of and experience with Portfolio Based Language Assessment
- Proven ability to develop and deliver a multi-level task-based curriculum
- Demonstrated knowledge of technology in the classroom and computer skills
- Excellent classroom management skills
- Proven commitment to learner success
- Excellent organizational and reporting skills

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- Excellent English written and oral communication skills
- Strong interpersonal skills
- Ability to work flexible hours and accept short notice call-ins

Qualified candidates are invited to submit their application to Sheila Nicholas, Administrator, ESL and LINC Programs by:

Email: stgeorges.centre@ugdsb.on.ca (PDF format preferred)
Fax: 519-766-9485
Mail: St. George's Centre for ESL
21 King Street
Guelph, Ontario N1E 4P5

Please ensure you quote the job code in your application. Include your resume. If you are an external candidate, please also include a list of professional references and relevant supporting educational and/or training documentation.

Successful external candidate will be required to undergo a Police Record Check including a Vulnerable Sector Check prior to the commencement of employment.

Accommodations are available during all phases of the recruitment process. Applicants need to make their needs known in advance to the Manager of Wellness and Employee Health. While we thank all applicants for their interest, we wish to advise that only those selected for an interview will be contacted.

... Equal Opportunity Employer ...

January 10, 2024