

CarltonTrailCollege.

English Language Training LINC Instructor

Competition #OA2526-01

Classification:	Instructional
Department:	English Language Training
Position Description:	Attached
Appointment Dates:	September 2, 2025 – May 30, 2026 <i>(plus an allowance for coursework commensurate with program changes and incumbent's qualifications as required)</i>
	204 hours
Hours of Work:	To be determined
Location:	Humboldt

Human Resources Department
P.O. Box 720
Humboldt SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623

Application Deadline: July 31, 2025

English Language Training LINC Instructor

POSITION SUMMARY

The LINC (Language Instruction for Newcomers to Canada) Instructor position reports to the ABE & Student Services Director and is responsible to plan, organize and implement an instructional program of English Language Training in the classroom for learners.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the English Language Training (ELT) program
- Knowledge of the Portfolio Based Language Assessment (PBLA) approach and ability to implement it in the classroom
- Plan and implement English language instruction virtually using Canadian Language Benchmarks (CLB) curriculum guidelines.
- Incorporate Canadian culture and settlement components into the curriculum and arrange for guest speakers and field trips.
- Manage the classroom to ensure an optimum learning environment
- Plan and deliver learning activities that reflect the values, beliefs, needs and contributions of a culturally diverse community
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance and other student-related information and report such information as required
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- 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 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
- 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
- Demonstrated familiarity with the tools and technologies that support working remotely
- Demonstrated familiarity with Zoom and online learning management systems
- Exemplifies the College's cultural values of being respectful, inclusive, accountable, and innovative

EDUCATION

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

EXPERIENCE

- ESL teaching and/or knowledge of different cultures or overseas experience
- Knowledge of Portfolio Based Language Assessment (PBLA) approach
- Training or experience in adult education is considered an asset
- Work/Volunteer experience in group facilitation also an asset