



Teaching Assistant

Full Time 35 hours/week; 44 weeks per year – Summers Off

February 2024 – June 2024; September 2024 – March 2025

(with the possibility of extension)

Daytime and evening shifts required

Job Summary

To assist ESL Instructors deliver English language instruction to adult students. To participate as a member of the Immigrant Services team in supporting students and their families to settle and integrate successfully into the community.

Qualifications:

Education, Training & Experience

- Recognized university degree in English, Linguistics / Languages or other related field.
- Minimum two (2) years recent related experience working in Language Services or an equivalent combination of education, training and experience.
- Requires valid driver's license and reliable transportation with appropriate insurance.

Job Skills & Abilities:

- Competent in written and spoken English.
- Strong technology skills and computer literate.
- Must be people oriented, outgoing, dynamic and resourceful.
- Demonstrated organizational and problem solving skills.
- Excellent interpersonal skills and demonstrated ability to work effectively as part of a multi-service team, supporting immigrant and refugee families to settle and adapt successfully.
- Ability to provide support and tutoring to individuals and groups under the direction of the ESL Instructor.

Duties & Responsibilities:

1. Under the direction of the ESL Instructor, to provide teaching assistance to individual students and/or groups of students. To support students' learning and practice of English. To support students when using computers and assist with technology in the classroom.
2. In accordance with the Canadian Language Benchmarks, Portfolio Based Language Assessments, and funder guidelines, to assist ESL Instructors in implementing settlement-based curriculum tailored to the needs of the students and the immigrant community. Assistance would include, but is not limited, to duties such as:
 - Marking assignments and entering marks into teacher's records.
 - Assisting new students with orientation, forms, and tasks require for PBLAs.
 - Working with students who require additional support in learning; 1-1 and in groups.

- Photocopying, cutting or preparing activities.
- 3. To provide ongoing feedback to the ESL Instructor regarding the progress and needs of the students to whom the Teaching Assistant has been assigned.
- 4. To assist ESL Instructors with the administrative requirements of the program such as maintaining student's language companions, marking assessments, finding resources or preparing forms (such as leave of absences, field trip requests or rationales).
- 5. In consultation with ESL Instructors, to plan and implement field trips, guest speakers and special activities.
- 6. To maintain curriculum and teaching materials as directed by ESL instructors.
- 7. To assist with technology, setting up laptops, troubleshooting, assisting students, and maintaining inventory of technology.
- 8. In collaboration with ESL Instructor, to oversee volunteer work assignments and supervision.
- 9. Under the direction of the ESL Instructor or Assessor, to invigilate during Canadian Language Benchmark Placement Tests and other English assessments.
- 10. To collaborate with Immigrant Services staff and other CCS staff in supporting overall cultural adjustment of students.
- 11. To attend meetings and workshops as directed.
- 12. To complete all mandatory learning requirements and duties as assigned by the Supervisor.

General:

- Wage rate as per BCGEU Collective Agreement, Unique Grid 12 - \$28.32 per hour plus health and dental benefits.
- 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 Immigrant Language Services Coordinator.

**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:

Human Resources
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604-792-6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, January 25, 2024