

Language Instructors for FSL

French as a Second Language (FSL) is offered by the Ontario Ministry of Citizenship, Immigration and International Trade (MCIIT) to permanent residents and naturalized Canadian citizens. Learners are assessed in the four skills: listening, speaking, reading, and writing at a CLARS Assessment Centre. The assessment is based on the Niveaux de Compétence Linguistique Canadiens (NCLC). Classes are offered days, evenings and weekends.

Position Summary

Instructors are expected to develop and deliver classes using the principles and practices of language teaching and learning reflected in the NCLC document. TCDSB instructors create and maintain daily and long range plans based on the needs and interests of their learners and following benchmark specific learning outcomes. We are seeking candidates who are flexible with regard to assigned work hours and locations and are willing and able to teach a variety of language levels.

Qualifications and Experience

- University degree.
- Training in Teaching French as a Second/Foreign Language an asset.
- Teaching experience in FSL, preferably with adults.
- Excellent oral, written, and interpersonal communication skills.
- Native or near-native proficiency in French. Professional proficiency in English.
- Working knowledge of the NCLC and ability to integrate these into lesson planning and delivery.
- Demonstrated ability to work in a culturally diverse environment.
- Commitment to ongoing professional development.
- Excellent computer skills, including MS office applications; experience integrating technology into classroom practice

Application and Hiring Procedure

How do I apply?

TCDSB Teachers

Please download and print our Employment Application Form for Language Instructors which can be found at:

<https://www.tcdsb.org/FORCOMMUNITY/AdultEducationESL/ForPublic/Pages/Employment.a.spx>. Submit the following: resume, cover letter, two reference letters, OCT Certificate of Qualification and Registration and completed Employment Application Form to the Continuing Education Department, Adult Education Program via post or internal courier.

Non-TCDSB Teachers Registered with the Ontario College of Teachers

Please download and print our Employment Application Form for Language Instructors which can be found at:

<https://www.tcdsb.org/FORCOMMUNITY/AdultEducationESL/ForPublic/Pages/Employment.a.spx>. Submit the following: resume, cover letter, two reference letters, OCT Certificate of Qualification and Registration and completed Employment Application Form. Please note that

you do not need to submit credential evaluations and translations of degrees obtained outside Canada as the Ontario College of Teachers has examined and evaluated them.

Other Interested Applicants

Please complete our Employment Application Form for Language Instructors which can be found at:

<https://www.tcdsb.org/FORCOMMUNITY/AdultEducationESL/ForPublic/Pages/Employment.a.spx>. Along with it please submit all listed documents.

Should my resume, cover letter and references be in English or French?

Resumes, cover letters and references may be submitted in French. However, an English language translation must be submitted for each.

What happens after I apply?

- Once your application is received, you will be sent a letter of acknowledgement.
- As determined by the needs of the program, select candidates will be called for an interview.
- If selected for an interview, you will be asked to bring a copy of a lesson plan based on the principles of and referenced to the NCLC document.

What happens if my interview is successful?

- After the interview, successful candidates will be sent an email which will outline the next steps in the hiring process. These include a criminal record check, proof of a negative TB test and positive recommendations from your references.
- When these steps are complete, your application is submitted to the Superintendent of Education with a recommendation to hire. Once the approval is granted, you will be notified in writing
- You will then be asked to attend an orientation session where you will become acquainted with department policies, procedures and expectations, and available resources and supports. At this point you will be put on our FSL supply list and may be considered for positions as they become available.

What happens if my interview is not successful?

- If you do not receive an email, this means that you were not considered for hire at this round of interviews.
- Applications are kept on file for one year from the date of receipt.

When can I reapply?

- You are welcome to reapply after a year. Please submit an updated resume and the entire application package.