EMPLOYMENT OPPORTUNITY

NIAGARA FOLK ARTS MULTICULTURAL CENTRE (NFAMC)

is holding an Internal/External competition for the position of:

Teaching Assistant

(30 hours per week)

The NFAMC is searching for a passionate professional with experience providing classroom support in an English-as-a-Second Language environment. By joining our dynamic team, your work will be meaningful and will have an impact locally and beyond.

Reporting to the LINC/ESL Program Coordinator the LINC Teaching Assistant (TA) is a pivotal role of support within the LINC Team. The TA's key role is to support the team of teachers working with individual, or groups of students, in order to meet the needs of a whole class, small groups or individual students, according to the direction from the teacher. This dynamic role ensures that all requests for service are met in a timely, client-first capacity within the context of the organizational policies and procedures, Core Values and Service Principles.

Position Summary

- With direction from the LINC/ESL Program Coordinator, the TA will support each teacher on a schedule.
- Understanding the outcomes measurement framework of the organization and developing processes to reach and maintain these requirements.
- Under the guidance of the teachers, the TA will assist with preparing communicative and cooperative lesson materials and teaching aids to promote authentic interaction, practice and improvement of all four skills based on LINC curricula (PBLA).
- In collaboration with the department, establish goals and timeframes related to student learning outcomes and contribute to the team toward the meeting expectation of results.
- Assist students with lessons under the direct supervision of the classroom teacher.
- Tutor and assist students individually or in small groups in order to help them with specific topics and to reinforce learning concepts presented by teachers.
- Produce creative lessons for each ESL level's Supply Teacher file; submit all created materials and ideas to the Coordinator for review.
- Test lesson materials in the classrooms with direction of the Coordinator and guidance of the teachers.
- Monitor and report individual student progress to each teacher.
- Observe the quality of service provided by the program to ensure that the needs of clients and the general public are being met in a timely and professional manner.
- Perform duties as a self-directed customer service ambassador who is assertive, motivated, detailed and creative; ability to anticipate needs and initiate appropriate action.
- Administration - prepare and submit progress and summary reports. Maintain and report statistics for reporting in compliance with stakeholder agreements.

- Ensure accuracy and thoroughness is achieved in the capturing, organizing, maintaining and reporting of all client data, forms, statistics, and databases as required.
- Accompany and supervise students during activities on Centre property and on field trips.
- Prepare classroom displays and bulletins based on the themes of the PBLA curriculum.
- Must be available to attend professional development opportunities as directed by the Coordinator.
- Other related duties as assigned by the Coordinator or Executive Director.

Qualifications/ Required Experience/ Skills

- Demonstrated professionalism and commitment to the vision and mission of the NFAMC.
- Post-secondary education - completion of a University degree.
- **Must be TESL and TESL Ontario certified**.
- Experience supporting teachers and students, gained from a **minimum of one year of experience**.
- Additional training in Conflict Resolution, Suicide Intervention, Crisis Counselling, Non-Violent Crisis Intervention, Mental Health, and Emergency First Aid & CPR are desirable.
- Excellent written and verbal communication skills; strong interpersonal, time management, problem-solving and creativity skills.
- Ability to accurately collect, manage and report data.
- Team-player who is capable of working independently.
- Demonstrable computer skills including use of Microsoft Office - Excel, Access, Word and PowerPoint.

Core Competencies

- Teamwork
- Results Orientation
- Innovation
- Fiscal accountability
- Customer Service Orientation

NFAMC embraces diversity and is committed to creating an inclusive workplace and welcomes applications from all qualified persons. Our objective is to attract and engage highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences, perspectives and skill sets. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to the Executive Director with an acceptable amount of advance notice.

Interested applicants are invited to submit a cover letter and resume along with documentation to verify completion of TESL and TESL Ontario by **October 17, 2019 at 12:00pm**.
Apply by email to:
Recruitment Team, recruitment@folk-arts.ca
Internal applicants are expected to notify their supervisor before applying.

Interviews for selected candidates will take place during the week of October 21, 2019.
Expected position start date is October 28, 2019, contract will run until March 31, 2020 with possibility of extension/renewal.

We thank all applicants for their time and interest in our organization; only those selected for an interview will be notified.