

POSITION:	LINC Teaching Assistant for the Literacy/Level 1 Class of Arabic Speakers
PROGRAM:	LINC Program
REPORTS TO:	LINC Program Manager
WORK HOURS:	3 hrs/day, Monday to Friday 9:00 am-12:00 pm
RATE OF PAY:	\$25/hr

JOB SUMMARY:

The **LINC Teaching Assistant** provides support to the LINC instructor who teaches a Literacy/Level 1 class of Arabic speakers, and works with individual students and small groups of students with special needs, including impairment of cognitive ability.

DUTIES AND RESPONSIBILITIES:

- Work with individual students as well as small groups of students who need extra help
- Provide language training and support to individual students with developmental and learning disabilities
- Help instructor in creating a conducive learning environment in the classroom
- Help LINC instructor in preparing learning materials for students
- In consultation with the instructor, design lessons plans for students with special needs
- Participate in professional development sessions and actively utilize information to enhance personal teaching skills
- Participate in agency events and staff meetings

QUALIFICATIONS:

- 2-3 years experience working with English language learners
- TESL Accreditation is an asset
- Experience working with literacy students would be an asset
- Ability to work as a team with LINC Instructor
- Proven computer skills (MS Word, Email, and Internet)
- Ability to work with minimal supervision
- Highly developed interpersonal skills
- Excellent communication and organizational skills
- Sensitivity to diverse cultural values and individual experiences
- Excellent command of the English Language (oral and written)
- Fluency in Arabic is a must

Interested applicants should submit a resume and cover letter with ref no. 016-034 by November 17 to:

Human Resources Officer

Dixie Bloor Neighbourhood Centre
3650 Dixie Rd. Suite 103, Mississauga, ON L4Y 3V9

Fax: (905) 629-0791

Email: recruiting@dixiebloor.ca

***We thank all applicants but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer***

