

SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
INTERNAL/EXTERNAL POSTING
Posting #2026-06

POSITION TITLE: Temporary Part-Time TeaMWork (English) Language Instructor

Position summary: Under the general supervision of the Language and Learning Department Coordinator, and the Project Leader, the Language Instructor is responsible for delivering English language instruction to Temporary Foreign Workers participating in SECC's TeaMWork Project. This role focuses on building practical language skills that support participants in their daily lives, workplaces, and communities. The instructor creates an inclusive, learner-centered classroom environment and uses the curriculum to develop participants' speaking, listening, reading, and writing skills relevant to the agricultural sector.

Why Join the SECC Team:

South Essex Community Council (SECC) is a community-based, not-for-profit organization dedicated to *helping people and improving lives*. Our team works together to make South Essex a welcoming place where individuals and families can access the support, learning opportunities, and resources they need to succeed. Joining SECC means being part of a collaborative organization where your work makes a meaningful difference in the lives of the people and communities we serve. Learn more at www.secc.on.ca.

Key Responsibilities:

Instruction and Curriculum Delivery

- Plan and deliver engaging English language instruction tailored to the needs of adult learners working in the agricultural sector.
- Create a supportive and culturally inclusive classroom environment that encourages participation and builds learner confidence.
- Adapt lesson plans and teaching strategies to accommodate varying language levels, learning styles, and literacy abilities.
- Develop lesson materials and practical learning activities focused on workplace communication, daily living skills, and community integration.

Assessment and Learner Support

- Conduct initial language assessments and assist with the placement of participants into appropriate learning levels.
- Develop individual learning plans that support participants' language goals and learning progress.
- Monitor and evaluate participant progress through ongoing assessment and feedback.
- Provide additional classroom support and guidance to learners as needed to support language development.

Program Administration and Documentation

- Maintain accurate records of student attendance, progress, and participation in accordance with program and funder requirements.
- Collect and record statistical data and program documentation as required for reporting purposes.
- Support data entry and case management activities related to program delivery.
- Ensure that all participant records are complete, accurate, and maintained in accordance with agency policies and confidentiality requirements.

Program Development and Collaboration

- Assist with the development of new workshops, learning modules, and educational sessions that support the goals of the TeaMWork project
- Collaborate with the Project Leader and program staff to identify program improvements and respond to participant needs.

- Provide support with special projects, program coordination tasks, and other program-related activities as required.

Community and Agency Engagement

- Represent SECC in a professional manner when interacting with participants, community partners, and employers.
- Attend agency events and assist with activities that promote SECC programs and services, including outreach, community engagement, and fundraising initiatives.
- Contribute to a positive and collaborative team environment within the organization.

Other Duties

- Perform other related duties as assigned to support the effective delivery of SECC programs and services.

QUALIFICATIONS:

- Post-secondary education in Education, ESL, Linguistics, Adult Education, or a related field.
- TESL certification or equivalent training in teaching English as a second language is considered an asset.
- Experience teaching English to adult learners, newcomers, or temporary foreign workers preferred.
- Strong intercultural communication and facilitation skills.
- Excellent organizational and record-keeping abilities.
- Ability to work independently and collaboratively in a community-based setting.

WAGE AND SALARY:

- \$28.79/hour, Salary in accordance with the CUPE Local 4523 Collective Agreement
- 14 hours per week

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------|--------|--------------|-----------|--------------|--------|----------|
| 10am to 6pm | | 430pm to 8pm | | 430pm to 8pm | | |

- Flexibility may be required based on the needs of the program
- This is a temporary position covering a Leave of Absence with no determined end-date

EXPECTATIONS:

- Respect the privacy of clients and maintain professionalism at all times when dealing with client issues
- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program statistics
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff
- Understand the mandate of the program and effectively communicate that mandate to clients, employers and community partners
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

INTERNAL/EXTERNAL POSTING
Without Prejudice

Please submit resumes by 4:30 p.m.
Friday, March 20, 2026
Jennifer Moore
Manager of Human Resources

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of all sexual orientations or gender identities.
- Accommodation is available upon request for candidates participating in any stage of the recruitment process. Please advise the Manager of Human Resources if you require accommodation.
- **Artificial Intelligence (AI) Use in Recruitment**
South Essex Community Council (SECC) utilizes recruitment platforms, including Indeed.ca, which may incorporate artificial intelligence (AI) features. SECC may also use AI tools to assist with certain administrative aspects of the recruitment process, such as drafting job postings or developing interview questions. However, AI is not used by SECC to screen, filter, rank, or select candidates. All hiring decisions are made by SECC staff based on established hiring practices and human review.