

Central Library - Learning Centre

**ESL SUPERVISOR
TEMPORARY FULL TIME – 35 HOURS PER WEEK**

JOB SUMMARY:

Reports to Manager. Co-ordinate and implement Tutoring Programme; select, train and direct volunteers and tutor programme participants; assist in developing, maintaining and promoting services and ensuring adherence to programme requirements. Provide information services to users of the Learning Centre.

JOB DUTIES:

Develops, implements and evaluates the English as a Second Language volunteer based tutoring program.

Selects, trains, supervises, and terminates volunteers.

Develops and applies selection criteria and screening processes.

Develops program policies, guidelines and procedures.

Identifies standards and key values to guide the volunteer tutoring program.

Prepares and delivers recruitment, orientation and training sessions.

Schedules volunteers and students.

Tutors students.

Develops and evaluates methods of instruction for students.

Matches students with volunteer tutors; monitors and records progress; advises teaching methods.

Creates teaching materials for special needs' participants as required.

Plans and implements formal performance standards and an evaluation process for volunteers.

Evaluates students regularly using the Canadian Language Benchmarks.

Receives and resolves complaints from program participants; explains policies and procedures.

Plans and implements appropriate volunteer recognition strategies.

Creates and maintains confidential participant files.

Writes reports, procedures, training materials, and correspondence; compiles internal and government statistics.

Liaises with educational facilities and outside agencies regarding programs and events.

Liaises with community agencies and organizations to promote and deliver service.

Makes presentations to agencies.

Networks with other volunteer groups and professional organizations.

Remains current in the field of ESL teaching through participation in conferences and professional development workshops and seminars.

Remains current in field of volunteerism through participation in volunteer development workshops and seminars.

Maintains a membership in the professional association, TESL Ontario (Teachers of English as a Second Language) in order to maintain accreditation as a LINC instructor.

Acts as a liaison between the volunteers, students, and staff.

Plans and sets up displays; prepares promotional material.

Provides information services by conducting a reference interview and selecting sources such as directories, indexes and books.

Inputs, manipulates and retrieves program data.

Maintains records for audit purposes and program evaluation.

Remains current in the field of ESL materials by reading professional journals, newsletters and publisher's catalogues.

Recommends the purchase of materials for program and collection.

Creates and edits publications and book lists.

Operates equipment such as cassette recorder and VCR; performs preventive maintenance on equipment.

Receives and answers inquiries from staff, other departments, public and community.

Directs work flow to clerk and shelf reader.

Performs other duties as assigned directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS:

OCELT Professional Designation is required - (Ontario Certified English Language)

Formal Educational Requirements

A Bachelor's Degree from a recognized university with at least five (5) courses in English, Education, Psychology, Computer Science, Social Work or Sociology;

or a Bachelor's Degree from a recognized university plus one (1) of the following:

- a teaching certificate from a recognized Teacher's College;
- a Bachelor of Education from a recognized Faculty of Education;
- two (2) years full-time work teaching or working with adults on an individual or small-group basis

Other Requirements

Knowledge of materials and teaching techniques used in teaching adults to read, English as a second Language

Demonstrated ability to use independent judgement and initiative

Experience in adult education and/or working with adults in a related field

Demonstrated excellent communications skills

Demonstrated numeric skills

Fluency in English Language

Excellent organizational skills

Experience in supervising others

Courtesy and tact appropriate to a public service organization

Flexibility and good humour in a working environment characterized by change

Classification F - \$33.314 - \$39.193 hourly

Temporary Full time; 35 hours per week; Monday - Friday

Tentative start/end date: As soon as possible for a period up to six months

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Applying

- The deadline for this application is 11:59pm Wednesday February 14th
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site, or send resumes to hr@hpl.ca

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.