



THE SEVEN OAKS SCHOOL DIVISION

Invites applications for the position of

Vocational Employment and Language Facilitator (VELF)



Under the direction of the Program Manager and EAL Coordinator at Seven Oaks Immigrant Services, the Seven Oaks Vocational Employment and Language Facilitator (VELF) provides training, language support and mentorship to learners registered in the Technical Language Bridging (TLB) program funded by the Province of Manitoba, managed by Manitoba Adult Language Training for Immigrants. The VELF works cooperatively with the Seven Oaks Adult Learning Centre (ALC) and Cooperative Vocational Education (CVE) team to support program goals and outcomes.

Duties and Responsibilities Include:

- Teach technical and workplace language and workplace culture to learners registered in Technical Language Bridging (TLB) Program using Canadian Language Benchmarks (CLB) and Portfolio Based Language Assessment (PBLA)
- Develop a syllabus to enhance curriculum by working with industry and sectors engaged in TLB program
- Coordinate, supervise and support EAL Instructor for CVE language support and work with learners registered in Stage II EAL class (outcomes, pathway/transitions)
- Assist with recruitment and training of volunteers
- Support registration process and assessment prior to starting in TLB program
- Oversee program and student evaluation / assessment
- Contribute to program development, identification of short and immediate outcomes for all learners, and implementation of program and learner evaluation using multiple methodologies
- Prepare reports and ensure accurate records; work with data systems such as CIMS and SPRS

Qualifications and Skills

- Must have PBLA training or be willing to do online training, related education and working knowledge of Canadian Language Benchmarks
- Post-secondary education in a related field preferred; or equivalent combination of education and experience
- Demonstrated experience working with employers, vocations and trades
- Demonstrated experience working with EAL learners and awareness of the needs of newcomers as it relates to language learning
- Experience in evaluation and assessment
- Proficient in Microsoft Office and data management systems
- Must maintain a valid driver's licence and access to a reliable vehicle
- Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records (Vulnerable Sector) checks. Responsibility and cost for acquiring these lies with the employee.

This is a part-time term position, with a competitive salary and benefits package. Hours of work will be flexible, include evenings, and average 25 hours per week over the term.

**Submit applications to Jana McKee, Program Manager at applications@7oaks.org
by Tuesday, December 10, 2019, 5:00 p.m.,
using VELF in the subject line**

Please attach a cover letter and resume detailing education, experience and three references.

The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail.