



Stella's Circle
Creating Community Together

ESL Adult Basic Education Instructor Employment Services

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Adult Basic Education (ABE) Level I Instructor will play a vital role in complementing our existing ABE program to be responsive to the needs of newcomers and individuals for whom English is not their first language. This will be accomplished through developing and facilitating foundational literacy and numeracy curriculum in alignment with provincial government standards and ESL principles via a variety of delivery methods including virtual, in-class and part/full-time.

What You'll Do

- Develop lesson plans, activities and facilitate classes tailored to meet the diverse learning needs and goals of students, including newcomers and individuals experiencing marginalization.
- Collaborate with the current ABE instructor to ensure consistency, efficiencies and best practices are applied to both program streams.
- Contribute to the development of flexible, part-time and distance learning options for students.
- Design and implement interactive, community-based activities to enhance language learning.
- Integrate ESL strategies to support newcomer students' language and academic development.
- Collaborate regularly with Employment Services staff, including the Classroom Employment Support Worker, to address students' holistic needs.



Stella's Circle

Creating Community Together

- Use technology and digital tools (e.g. smart TVs, tablets and similar devices, online learning platforms) to enhance learning.
- Maintain detailed records of student attendance, performance and progress for outcomes and evaluation purposes.
- Monitor and assess student progress through regular evaluations and individualized learning and support plans.
- Create a welcoming and inclusive classroom and alternative learning environment that respects and values cultural diversity, individual context and learning style.
- Attend professional development opportunities, including ESL-focused certification.
- As part of a co-instructional team, working closely to offer coverage and support to the other ABE cohort as necessary.

What You'll Bring

- Post-secondary degree in Education.
- Minimum of 3 years experience.
- Experience teaching in non-traditional academic settings, particularly with diverse and marginalized populations.
- Experience with ESL learners is considered an asset.
- Proficiency in Microsoft Office Suite, including Excel, Word and Outlook.
- Demonstrated exceptional interpersonal and communication skills.
- Demonstrated ability in keeping accurate records and strong organizational skills.
- Ability to work and communicate effectively in a team environment.
- Knowledge of and experience in supporting those who have barriers to education.
- Strong understanding of mental health issues and you are comfortable working with individuals who may face complex challenges, ensuring a classroom and learning environment that is supportive, trauma informed, and recovery based.
- Criminal Record Check/Vulnerable Sector Check is required.
- Enhanced Reliability Status Clearance is required.



Stella's Circle

Creating Community Together

The Details

This is a full-time permanent position until December 31, 2025. The salary for this position is \$59,124.00. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, sick leave, personal leave and three weeks vacation.

How to Apply

Please send cover letter and resume by January 9th, 2025 to:

Human Resources Specialist
Stella's Circle
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.