

Job Description TESL Practicum Supervisor and Academic Coordinator

Reporting to the Chair, Community Services, Seneca College, together with a Coordinator, the incumbent will be responsible for planning, organizing and implementing all aspects of the TESL Observations and Practicum process for the TESL Program. The incumbent is also responsible answering student inquiries and managing the Information Session for potential TESL students.

Specifically, the incumbent will:

- Assist with the interviewing and hiring for potential TESL faculty;
- Answer all student inquiries via phone and email;
- Advise students, investigate and resolve complaints regarding placement;
- Design, coordinate and monitor record keeping and data systems with regards to the entry requirements for the TESL program;
- Manage the Student Orientation sessions, the mentor sessions and the mentee sessions every semester;
- Liaise with other Faculties, specifically the ESL department, with regards to Observation and Practicum classes;
- Participate in departmental/faculty/promo planning meetings where necessary;
- Assist with the development of marketing strategies for the TESL program;
- Other duties as required.

QUALIFICATIONS

Practicum Supervisor

1. TESL Ontario standard membership in good standing
2. University degree and TESL-related training:
Option 1: A minimum three-year Bachelor's degree (or a Master's degree or PhD) in TESL/TESOL, applied linguistics, linguistics, second language acquisition, adult education (with a focus on TESL), or a comparable field with a strong concentration of courses relevant to the theory and practice of TESL such as phonetics, phonology, syntax, morphology, semantics, English grammar, second language acquisition, pragmatics, language teaching methods, and language testing.
Option 2: a minimum three-year Bachelor's degree (or a Master's degree or PhD) in any field plus the TESL Ontario Language Instructor Certificate of Accreditation, or a TESL certificate from a TESL Ontario accredited TESL training program, or documented TESL training which equates to or exceeds training included in a TESL Ontario accredited TESL training program.
3. Proof of English language proficiency (ELP), as required by TESL Ontario (<http://teslontario.net/accreditation/trainer>)
4. A minimum of 2000 hours of documented experience teaching adults in English as a second language programs, including at least 1400 hours in Canada
5. A minimum of 120 hours of documented experience teaching Theory and/or Methodology in TESL training programs accredited by TESL Ontario
6. TESL Canada Certificate Level 3/Standard One, two or Three (Permanent)

Academic Coordinator

1. TESL Ontario standard membership in good standing
2. Master's degree or PhD in TESL/TESOL, applied linguistics, linguistics, second language acquisition, adult education (with a focus on TESL), or a comparable field with a strong concentration of courses relevant to the theory and practice of TESL such as phonetics, phonology, syntax, morphology, semantics, English grammar, second language acquisition, pragmatics, language teaching methods, and language testing.
3. Proof of English language proficiency (ELP), as required by TESL Ontario (<http://teslontario.net/accreditation/trainer>)

4. A minimum of 2000 hours of documented experience teaching adults in English as a second language programs, including at least 1400 hours in Canada
5. A minimum of 120 hours of documented experience teaching Theory and/or Methodology in TESL training programs accredited by TESL Ontario
6. TESL Canada Certificate Level 3/Standard One, two or Three (Permanent)

Please note that interested applicants must either hold the TESL Ontario TESL Trainer Certificate of Approval for the two roles mentioned above when they apply for the job, or submit an approval application to TESL Ontario and be approved before they are assigned to the vacant position.

The following are essential: excellent interpersonal and communication skills; highly developed organizational skills; an ability to interact effectively with the College's multi-cultural/racial/able staff, students and the public; time management; demonstrated ability to set priorities, resolve conflicts and problem solve; initiative, creativity and flexibility; computer literacy, numeracy and budgeting skills; the ability to respond effectively to client and/or College needs.

Access to a vehicle for travel to other campuses is necessary.

Hourly Wage Rate \$24.50
Weekly Hours of Work 9-15 hours (averaging of hours) per week.
Required Date As soon as possible
To Apply Submit a covering letter and resume (as one document) in Word to:
 sandra.noble@senecacollege.ca