



## **Manager, HRSB Adult English as an Additional Language PROGRAMS & SERVICES**

### **Title**

Manager, HRSB (Halifax Regional School Board) Adult EAL (English as an Additional Language) Programs & Services

### **Scope of Responsibilities**

The Manager, HRSB Adult EAL is responsible for the management of two Adult EAL sites located in Dartmouth and Bedford. The Manager oversees the implementation of the following programs: Language Instruction for Newcomers (LINC) Program, Teaching Immigrants English (TIE) Program, Interactive Work Services Program (IWS), Care for Newcomer Children (CNC), Canadian Language Benchmarks (CLB) Assessment Centre and Canadian Connections Program (CCP). Working collaboratively in a team environment, the Manager, HRSB Adult EAL reports to the Senior Diversity Advisor.

### **Competencies Required**

The Manager, HRSB Adult EAL shall have the following competencies:

- (a) The ability to provide leadership and support for the delivery of English as an Additional Language services to adult students including the evaluation and effectiveness of the delivery process;
- (b) The ability to analyze problems and formulate recommendations to ensure consistency in the implementation and delivery of effective EAL services;
- (c) The ability to apply the principles and strategies of adult education in the development, coordination and delivery of teacher training;
- (d) A working knowledge of the Canadian Language Benchmarks and their application to classroom planning and assessment;
- (e) A working knowledge of the immigration process in Canada (through Citizenship and Immigration Canada and the Nova Scotia Office of Immigration) and related settlement organizations and agencies including Immigrant Services Association of Nova Scotia (ISANS) and YMCA;
- (f) The ability to assess language learning outcomes achieved by students using various methods to monitor the effectiveness of teaching strategies;
- (g) The ability to apply a working knowledge of HRSB policies;
- (h) An understanding of the process of acquiring an additional language, especially for adult learners;
- (i) The ability to utilize current technologies such as Excel, Microsoft Word and Power Point;
- (j) The ability to work and communicate effectively within the Halifax Regional School Board, with students, community members and external partners such as government agencies;
- (k) The ability to apply sound accounting and financial skills to participate in budget and payroll planning, preparation and monitoring;
- (l) The ability to solve problems and mediate conflict;
- (m) The ability to apply strong interpersonal and organizational skills;
- (n) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights, diversity and respectful workplace;
- (o) The ability to maintain and promote confidentiality as the norm;
- (p) The ability to lead effectively and provide direction in a collaborative team environment;
- (q) The ability to create and maintain a safe and orderly education environment;
- (r) The desire and ability to engage in continuing education and professional development;
- (s) The ability to demonstrate fair and ethical judgments;
- (t) The ability to apply effective staff supervision and evaluation practices;
- (u) Excellent oral and written English proficiency and linguistic competency.

### **Qualifications**

- (a) Bachelor of Education degree or equivalent;
- (b) Masters degree (Teaching English as an Additional Language and Teaching English as a Second Language (TEAL/TESL) or equivalent);
- (c) TEAL/TESL training or equivalent (TESL Canada certification is preferred);
- (d) A minimum of 5 years recent teaching experience in a Canadian adult EAL environment (experience in a Language Instruction for Newcomers (LINC) program is preferred);
- (e) Certification as a Canadian Language Benchmarks assessor preferred;
- (f) A minimum of 3 years experience in a supervisory/leadership position.

### **Specific Job Components**

The Manager, Adult EAL shall perform tasks as assigned by the Senior Diversity Advisor. These tasks may vary from time to time with the evolution of the organization and may include, but are not limited to, the following:

- (a) Ensure the implementation of EAL Guidelines in schools are carried out in accordance with federal policies and procedures;
- (b) Coordinate the programs offered through the HRSB Adult EAL sites in Dartmouth and Bedford;
- (c) Assist, support and supervise the coordinators of various programs offered under HRSB Adult EAL (Community Language/LINC, Outreach and CLB Assessment Centre, Teaching Immigrants English, Interactive Work Skills and Canadian Connections);
- (d) Provide leadership and consultation to site-based EAL staff on matters related to adult EAL;
- (e) Supervise the programs and services provided to clients such as the Care for Newcomer Children Program;
- (f) Provide reports and proposals as required to HRSB, Citizenship and Immigration Canada (CIC) and the Nova Scotia Office of Immigration;
- (g) Ensure compliance with CIC policies around tracking of students, CLB assessment and reporting of student progress;
- (h) Manage the external funding procedures (i.e. preparing budgets and quarterly financial claims) as required for HRSB, Citizenship and Immigration Canada and the Nova Scotia Office of Immigration;
- (i) Assist in the assessment of site(s) needs to determine allocation of Adult EAL staff and resources;
- (j) Liaise with community agencies and intergovernmental departments in support of Adult EAL;
- (k) Ensure the creation and maintenance of a safe, orderly, positive and effective learning environment;
- (l) Attend meetings and presentations to represent the Adult EAL sites when necessary;
- (m) Support and assist in implementing approved student assessment and evaluation policies;
- (n) Work collaboratively with the Coordinator, Community Language Program, and Adult EAL teachers to plan appropriate programming and service delivery for EAL learners;
- (o) Manage the budget and accounting functions related to the Adult EAL programs including day to day financial transactions, payroll submission, budget preparation and quarterly financial reporting;
- (p) Maintain effective data, records, and personnel files;
- (q) Provide and coordinate professional development in the areas of assessment and programming approaches to teaching adult EAL learners;
- (r) Other duties as assigned or required.