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# **EMPLOYMENT AND HIRING INFORMATION**

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## **A Career Resource for Prospective Adult ESL Teachers in Manitoba**

Manitoba Labour and Immigration  
Adult Language Training Branch  
Winnipeg, Manitoba  
2005

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## Introduction

This resource was compiled to assist prospective Adult English as an Additional Language (EAL)<sup>1</sup> teachers in their job search. Information contained within is current as of October 2005; however, the field is ever-evolving and some changes may have occurred since its printing.

Adult EAL is an area of educational expertise. Generally, programs are looking for adult educators who have a combination of training and experience in teaching EAL.

Furthermore, TESL Canada, the national professional organization of EAL educators, is developing certification standards for programs, teachers and TESL programs. The Province of Manitoba is interested in implementing the program and teacher standards in its funded programs throughout the province; consequently, prospective teachers are encouraged to acquire TESL Canada Teacher Certification to enhance their employment possibilities. For more information about these standards, visit the TESL Canada website at [www.tesl.ca](http://www.tesl.ca).

Additional information about becoming an Adult EAL teacher in Manitoba, as well as professional development and volunteer opportunities can be found on the Immigration and Multiculturalism website at [www.immigratemanitoba.com](http://www.immigratemanitoba.com) in the Learning English section.

### ADULT EAL IN MANITOBA

Adult English as an Additional Language (EAL) instruction in Manitoba is coordinated through the Adult Language Training (ALT) Branch of Manitoba Labour and Immigration. There is a range of programming options through government-funded adult EAL programs and private schools and programs.

- ✧ Government-funded programs are open to immigrants to Manitoba and citizens who were born outside of Canada and are generally free of charge to the students or require a nominal “administrative” fee.
  - Private schools and programs are open to immigrants, citizens and international students and charge a tuition fee.
- ✧ Government-funded programs are fiscally accountable to government and are also accountable for the educational quality of their programs and their adherence to Manitoba Adult EAL Curriculum Guidelines.
  - Private schools and programs are not regulated by, nor accountable to, government. THEREFORE, INCLUSION OF PRIVATE PROGRAMS IN THIS RESOURCE IS A COURTESY TO TEACHERS SEEKING EMPLOYMENT AND SHOULD NOT BE CONSIDERED AN ENDORSEMENT OF THE PROGRAM.

### GOVERNMENT-FUNDED ADULT EAL INSTRUCTION

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<sup>1</sup> Manitoba is beginning to introduce the term English as an Additional Language (EAL) in place of English as a Second Language (ESL). In this resource both terms are used depending on the situation.

In Manitoba, there are several types of Adult EAL programs:

- ✧ School and college-based programs
- ✧ Community-based programs
- ✧ Workplace-based programs
- ✧ Skills programs

Most of these programs are located in Winnipeg, but there are a number of programs also offered in other regions of Manitoba including:

- ✧ Westman (Brandon and area)
- ✧ Portage la Prairie and area
- ✧ Norman (northern Manitoba)
- ✧ Parkland (Roblin/Russell and area)
- ✧ Pembina Valley (Winkler/Morden and area)
- ✧ Southeast (Steinbach and area)
- ✧ Interlake (Gimli and area)

There is a range of full and part-time programming offered days, evenings and weekends, depending on the programs and learner needs.

- ✧ In Manitoba, the curriculum delivered in government-funded Adult EAL programs is developed by teachers and reflects Manitoba Adult EAL Curriculum Guidelines. These guidelines emphasize the importance of:
  - Learner needs
  - *Canadian Language Benchmarks* levels
  - Stakeholder concerns
  - Adult language learning principles

### **ADULT EAL INSTRUCTION IN WINNPEG**

Learners who need language training make an appointment with the ALT Branch English Language Assessment & Referral Centre for a *Canadian Language Benchmarks* assessment. Following the assessment, the learner and assessor discuss the goals and needs of the learner, and a referral to an appropriate program is made. Generally, the following referrals are made:

- ✧ Learners from *CLB* 1 – 6 needing day, evening or weekend, part-time, regular EAL with a focus on settlement information are referred to Winnipeg School Division - Adult ESL Centre of Winnipeg;
- ✧ Learners from *CLB* 1 – 8 needing full-time classes weekdays with a focus on settlement information are referred to Applied Linguistics Centre;
- ✧ Learners from *CLB* 3 – 8+ needing full-time classes weekdays with a focus on employment preparation or needing an English for Specific Purposes (ESP) course are referred to Red River College Language Training Centre;
- ✧ Learners who have had little education and have limited reading and writing skills in their first language are referred to the ESL Literacy program in the Winnipeg School Division - Adult ESL Centre of Winnipeg;

- ✧ Women with child care needs are referred to the Community ESL classes for Women;
- ✧ Learners 55 and over, and who are not destined for the labour market, are referred to Age and Opportunity;
- ✧ Learners who are business people or professionals and need focused instruction on a particular aspect of their language are referred to the Skills Program of the Winnipeg Transition Centre.

Learners may also occasionally be referred to other programs depending on their needs, such as to Literacy programs for the general public or Adult Learning Centres. In addition, many employers of immigrants may identify some language learning concerns and work with ALT Branch to develop an EAL program for their work site.

Once in the program, the teacher is responsible for identifying the specific needs of the learner and incorporating those concerns into curriculum development and lesson planning. Task-based instruction is an integral part of the teaching/learning process in government-funded adult programs.

Teachers in programs funded by the government are expected to provide their learners with feedback on their progress in learning English. A Collaborative Language Portfolio Assessment approach is used in which samples of learner progress are collected throughout the program and used by the teacher and learner to discuss progress. Progress discussions may occur informally throughout the course with a more formal feedback session at the end of the course, complete with a progress report. In some full-time programs, formal feedback sessions are scheduled twice during the year. The report that learners receive is a standardized report developed by ALT Branch for the programs. Use of a standard report facilitates movement of learners from one program to another and increases its familiarity among mainstream programs and services.

Good luck in your job search!

**AGENCY AND/OR PROGRAM: AGE AND OPPORTUNITY: ENGLISH FOR SENIORS PROGRAM**

**LOCATION:** 10 different locations throughout the city of Winnipeg

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**
- International Students**
- Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks**  
Levels 1 to 8+

- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
Type of Course(s):

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to May**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

various

**SIZE OF STUDENT BODY:**

over 300 students for 21 classes

**SIZE OF TEACHING STAFF:**

21

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**

- Teachers are members of the following union or teachers' association: CUPE 2348**
- Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$18 to \$22 per hour plus prep. time paid in addition to delivery

**EMPLOYEE BENEFITS:**

Vacation Pay, CPP/EI, CUPE members.

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:** volunteer ( T.A. & Language Partners)

**APPLICATION PROCESS:** Submit resumes to program manager

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Lan Doan	<b>Position:</b>	English for Seniors Program Manager
<b>Phone:</b>	(204) 956-6440		
<b>Fax:</b>	(204) 946-5667		
<b>Email:</b>	esl@ageopportunity.mb.ca		
<b>Website:</b>	www.ageopportunity.mb.ca		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:** **APPLIED LINGUISTICS CENTRE**

**LOCATION:** 575 Wall Street, Winnipeg Manitoba, R3G 2T5

**Receives some Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

**Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**  ***Canadian Language Benchmarks***  
Levels 1 to 8+

***CLB ESL Literacy***

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

**English for Specific Purposes**  
**Type of Course(s):**  
TOEFL preparation

**SPECIAL FEATURES OF PROGRAM:** Computer Lab & Workplace observation

**CLASSES ARE OFFERED:**  **Full-time**  **Part-time**

**From September to August (all year)**

**Days**  **Evenings**  **Saturday**  **Sunday**

**HOURS OF OPERATION:** 9:00 AM 3:00PM

**SIZE OF STUDENT BODY:** 165

**SIZE OF TEACHING STAFF:** 12

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**  
Hourly

**Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:** \$28,000 to \$33,000 annually

**EMPLOYEE BENEFITS:** MERCs (EI, CPP, vacation)



**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:** Administrative

**APPLICATION PROCESS:** Send resume to Manager

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	David Laurence	<b>Position:</b>	Principal and Resource Coordinator
<b>Phone:</b>	204-772-3858		
<b>Fax:</b>	204-772-3145		
<b>Email:</b>	dlaurence@alcentre.com		
<b>Website:</b>	www.alcentre.com		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

## **COLLÈGE UNIVERSITAIRE DE SAINT-BONIFACE**

**LOCATION:**

200, avenue de la Cathédrale, Saint-Boniface, Manitoba, R2H 0H7

- Receives some Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other** Canadian citizens from other provinces (fee paying)

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks**  
Levels 2 to 6
- CLB ESL Literacy**

**If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:** Evening Conversation classes through Éducation permanente

- English for Specific Purposes**  
**Type of Course(s):**  
Anglais pour aide en soins de santé (beginner level)

**SPECIAL FEATURES OF PROGRAM:**

Students are all speakers of French

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From** September to April

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

classes 14:15 to 15:15, 16:00 to 18:00 or 18:30 to 21:30

**SIZE OF STUDENT BODY:**

approximately 50

**SIZE OF TEACHING STAFF:**

2

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**

Term employees, contract teachers, hourly paid teachers

- Teachers are members of the following union or teachers' association: MGEU, Not all are members**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

Varies with position, follows the scale of CUSB employees

**EMPLOYEE BENEFITS:** Same as CUSB employees

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other University degree**

**Additional comments or amplification of your hiring criteria:** Teachers must hold a university degree in a relevant discipline, and speak and write French in order to work in this French language university.

**OTHER RELATED POSITIONS:** bilingual tutors

**APPLICATION PROCESS:** Please send French version of your résumé.

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Gisèle Barnabé	<b>Position:</b>	Directrice, Div. de l'éducation permanente
<b>Phone:</b>	233-0210		
<b>Fax:</b>	235-4489		
<b>Email:</b>	gbarnab@ustboniface.mb.ca		
<b>Website:</b>	http://dep.cusb.ca		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

## **COMMUNITY ESL CLASSES FOR WOMEN**

**LOCATION:**

Various locations throughout Winnipeg

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

**Canadian Language Benchmarks**  
Levels 1 to 5

**CLB ESL Literacy**  
Phases Phase 1 to Phase 3

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

**English for Specific Purposes**  
Type of Course(s):

**SPECIAL FEATURES OF PROGRAM:**

provides childminding on site and transportation if needed

**CLASSES ARE OFFERED:**

**Full-time**       **Part-time**

**From September to May**

**Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

3 mornings/week usually 2hrs (9:15 am to 11:15 am)  
Maximum 156 hours per year

**SIZE OF STUDENT BODY:**

275

**SIZE OF TEACHING STAFF:**

14

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**

Hourly paid teachers

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association** (most teachers belong to TEAM)

**SALARY RANGE:**

\$31.25 to \$33.00 per hour

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:** teachers are hired by the community coordinator who represents the sponsoring organization

**OTHER RELATED POSITIONS:** Community coordinators, childminders, and drivers

**APPLICATION PROCESS:** Send resume to Frances Molaro – [FMolaro@gov.mb.ca](mailto:FMolaro@gov.mb.ca)

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Frances Molaro	<b>Position:</b>	Teacher Support Coordinator
<b>Phone:</b>	945-2593		
<b>Fax:</b>	948-2148		
<b>Email:</b>	<a href="mailto:fmolaro@gov.mb.ca">fmolaro@gov.mb.ca</a>		
<b>Website:</b>	<a href="http://www.immigratemanitoba.com">www.immigratemanitoba.com</a>		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM: EMPLOYMENT SOLUTIONS FOR IMMIGRANT YOUTH**

**LOCATION:** 200-249 Notre Dame Avenue, Winnipeg MB R3B 1N8

- Receives some Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**
- International Students**
- Other:** Must be age 30 or under

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks**  
Levels 5 to 8+
- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
Type of Course(s):  
English for Employment Purposes

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From** September **to** September

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

9 am to 4 pm

**SIZE OF STUDENT BODY:**

28

**SIZE OF TEACHING STAFF:**

1 ESL teacher

**EMPLOYMENT CONDITIONS:** (Contract teachers, Hourly paid teachers, term employees, etc.)  
Yearly Contract

- Teachers are members of the following union or teachers' association:**
- Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$35,000 to \$42,000 annually

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:** Career Coach

**APPLICATION PROCESS:** E-mail resume to Coordinator

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Fatima Soares	<b>Position:</b>	Coordinator
<b>Phone:</b>	944-8833		
<b>Fax:</b>	944-8787		
<b>Email:</b>	FatimaSoares@mts.net		
<b>Website:</b>	N/A		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**ENGLISH AT WORK**

**LOCATION:**

Manitoba businesses and industries host programs for employees at their own worksites

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Employees, Canadian Citizens born outside Canada or refugees**
- International Students**
- Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks**  
Levels 1 to 8+
- CLB ESL Literacy**  
Phases: Phase 1 to Phase 3

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

- English for Specific Purposes**  
**Type of Course(s):**  
English language specific to the work of the host business or industry

**SPECIAL FEATURES OF PROGRAM:**

Programs are delivered on-site at business and industry. Placement in a class is based on a voluntary sign-up by workers at a business or industry, and classes are likely to be multi-level. Program objectives are determined by needs assessments with participants and their supervisors, with specific language goals related to workers' immediate communication needs. Some communication goals may be at CLB levels beyond the general CLB level of the participant.

**CLASSES ARE OFFERED:**

- Full-time**
- Part-time**

**From September to August**

- Days**
- Evenings**
- Saturday**
- Sunday**

**HOURS OF OPERATION:**

offered at any time suitable to the business or industry

**SIZE OF STUDENT BODY:**

1-15 per class, 15 Manitoba programs offering approx. 40 classes per year

**SIZE OF TEACHING STAFF:**

20-25 per year

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**

Contract and hourly paid teachers

- Teachers are members of the following union or teachers' association:**
- Teachers are NOT members of a union or teachers' association**



**SALARY RANGE:** \$25 to \$30 per hour, preparation time paid in addition

**EMPLOYEE BENEFITS:** Some instructors are hired as employees by the business or industry, which provides these teachers with company benefits. Most English at Work teachers are self-employed with no benefits.

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other:** Knowledge or experience of particular occupations is an asset (eg. knowledge of health care if teaching at a nursing home.)

**Additional comments or amplification of your hiring criteria:** English at Work teachers must be exceptionally flexible and adaptable in their time availability and teaching style.

**OTHER RELATED POSITIONS:**

**APPLICATION PROCESS:** Send resume and cover letter to Coordinator

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Dale Klassen	<b>Position:</b>	English at Work Coordinator
<b>Phone:</b>	945-6016		
<b>Fax:</b>	948-2148		
<b>Email:</b>	dklassen@gov.mb.ca		
<b>Website:</b>	www.immigratemanitoba.com		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**NAME OF PROGRAM:**

**ENTRY PROGRAM**

**LOCATION:**

4<sup>TH</sup> Floor, 259 Portage Ave.

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

**English for Specific Purposes**  
Type of Course(s):

**Canadian Language Benchmarks**  
Levels 1 to 8+

**CLB ESL Literacy**  
Phases Foundations to Phase 3

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction: Foundations, Beginner, Intermediate, Advanced

**SPECIAL FEATURES OF PROGRAM:**

Orientation & Language for Newcomers

**CLASSES ARE OFFERED:**

**Full-time**       **Part-time**

From September to September

**Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

9:00-12:00

**SIZE OF STUDENT BODY:**

120

**SIZE OF TEACHING STAFF:**

6

**EMPLOYMENT CONDITIONS:** (Contract teachers, hourly paid teachers, term employees, etc.)  
hourly

- Teachers are members of the following union or teachers' association: TEAM**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$25 per hour

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other Experience with initial settlement needs

**Additional comments or amplification of your hiring criteria:** ESL/teacher certification is an asset and knowledge of initial settlement process and essential services is essential

**OTHER RELATED POSITIONS:** Administrative Assistant

**TEACHER APPLICATION PROCESS:** Provide resume in person

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Grace Eidse	<b>Position:</b>	Coordinator
<b>Phone:</b>	944-0133		
<b>Fax:</b>	944-8062		
<b>E-mail:</b>	geidse1@mts.net		
<b>Website:</b>			

**Date information was updated:** September 9, 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM: HEARTLAND INTERNATIONAL ENGLISH SCHOOL**

**LOCATION:** 401-161 Portage Avenue, Winnipeg MB R3B 0Y4

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**  *Canadian Language Benchmarks*  
 *CLB ESL Literacy*

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction: 1 to 6

- English for Specific Purposes**  
**Type of Course(s):**  
Business English & TOEIC

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**  **Full-time**  **Part-time**  
From September to September  
 **Days**  **Evenings**  **Saturday**  **Sunday**

**HOURS OF OPERATION:** 8:30 to 5:00

**SIZE OF STUDENT BODY:** 60 - 100

**SIZE OF TEACHING STAFF:** 6 - 10

**EMPLOYMENT CONDITIONS:** (Contract teachers, Hourly paid teachers, term employees, etc.)  
Salary

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:** \$24,000 to \$34,000 annually

**EMPLOYEE BENEFITS:** Health, dental, RSP

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**APPLICATION PROCESS:** Apply in writing or by e-mail to head instructor

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Stuart Schwartz	<b>Position:</b>	Head Instructor
<b>Phone:</b>	989-8448		
<b>Fax:</b>	989-2232		
<b>Email:</b>	info@heartlandenglish.com		
<b>Website:</b>	www.heartlandenglish.com		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**INTERLAKE ADULT LEARNING  
ASSOCIATION INC.**

**LOCATION:**

Box 128, Arnes, MB, R0C 0C0

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks**  
Levels 1 to 6
- CLB ESL Literacy**  
Phases Foundations to Phase 3

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
Type of Course(s):

**SPECIAL FEATURES OF PROGRAM:**

Community, workplace tutorial, family literacy (anticipated)

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to May**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

varies throughout year; most classes meet 2 hrs twice a week

**SIZE OF STUDENT BODY:**

varies, average is 12

**SIZE OF TEACHING STAFF:**

varies according to need, up to 4

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**  
term employees; paid hourly

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$21 to \$25 per hour plus 1 hour paid prep per 2 hours delivery at \$15 per hour

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other:** preferred are all of the above, but we will hire who we can get if we think they will do an adequate job

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**APPLICATION PROCESS:** Send resume to General Coordinator

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Margaret Chambers	<b>Position:</b>	General Coordinator, IALA
<b>Phone:</b>	204 642-5759		
<b>Fax:</b>	204 642-5680		
<b>Email:</b>	mcham@mts.net		
<b>Website:</b>			

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**LOUIS RIEL SCHOOL DIVISION  
ADULT ESL**

**LOCATION:**

900 St. Mary's Rd. Winnipeg MB, R2M 3R3

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks**  
Levels 5 to 8

- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
Type of Course(s):

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to June**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

7:00 to 9:30 pm

**SIZE OF STUDENT BODY:**

20

**SIZE OF TEACHING STAFF:**

1

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$31.25 to \$36.75 per hour

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)



**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**APPLICATION PROCESS:** Send cover letter and resume attention Bruce Young

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Bruce G. Young	<b>Position:</b>	Supervisor
<b>Phone:</b>	257-7827		
<b>Fax:</b>	256-8553		
<b>Email:</b>	bruce.young@rielsd.org		
<b>Website:</b>	www.rielsd.org		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**MCLEOD SETTLEMENT PROGRAM**

**LOCATION:**

530 McLeod Avenue, Winnipeg MB R2K 0B5

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks***  
**Levels 1 to 3**
- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
**Type of Course(s):**

**SPECIAL FEATURES OF PROGRAM:**

Program attracts basic ESL learners who live in the North Kildonan area. Many students move on to our Mature Student Diploma Program at McLeod Adult Learning Centre, where we offer ESL high school credit to develop Benchmarks 2 - 5.

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to June**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

Wednesdays, 6:00 - 8:00 pm

**SIZE OF STUDENT BODY:**

15

**SIZE OF TEACHING STAFF:**

1

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**  
hourly paid

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$35.00 per hour

**EMPLOYEE BENEFITS:**

none

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:** None

**APPLICATION PROCESS:** Resume

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Phil McBurney	<b>Position:</b>	Program Coordinator, McLeod Adult Learning Centre
<b>Phone:</b>	667-6193		
<b>Fax:</b>	668-9309		
<b>Email:</b>	pmcburney@retsd.mb.ca		
<b>Website:</b>			

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**PARKLAND IMMIGRATION &  
LANGUAGE REGIONAL SERVICES  
(PILRS)**

**LOCATION:**

Parkland Region: Swan R., Dauphin, Roblin, Russell

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks***  
**Levels 1 to 7**

- CLB ESL Literacy***

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
**Type of Course(s):**

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to June**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

Varies by community

**SIZE OF STUDENT BODY:**

35

**SIZE OF TEACHING STAFF:**

4

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**  
Hourly wage, some term instructors

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$18 to \$25 per hour

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:** Teaching certificate or other credential desirable but not required

**OTHER RELATED POSITIONS:** Regional Coordinator

**APPLICATION PROCESS:** Send resume to Margaret Durnin, Coordinator  
PILRS, Box 13, Inglis, MB, R0J 0X0

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Margaret Durnin	<b>Position:</b>	Coordinator
<b>Phone:</b>	204-564-2102		
<b>Fax:</b>	204-564-2102		
<b>Email:</b>	mdurnin@mts.net		
<b>Website:</b>	None		

**Date information was updated:** September 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

## **PEMBINA VALLEY LANGUAGE/ EDUCATION FOR ADULTS**

**LOCATION:**

South Central Manitoba

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks***  
**Levels 1 to 8**
- CLB ESL Literacy***  
**Phases Foundations to Phase 2**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
**Type of Course(s):**

**SPECIAL FEATURES OF PROGRAM:**

computer labs, child care for learners

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From October to April**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

7 - 9 pm evenings, 9 - 11 am days

**SIZE OF STUDENT BODY:**

300 - 330 learners

**SIZE OF TEACHING STAFF:**

15 on staff, 2 teachers teaching multiple classes

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**  
hourly paid teachers

- Teachers are members of the following union or teachers' association**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$26.50 per hour

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**APPLICATION PROCESS:** Interview by program coordinator and/or program committee. Send resume to pemvalla@mts.net

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Laurie Sawatzky	<b>Position:</b>	Program Coordinator
<b>Phone:</b>	325-7718		
<b>Fax:</b>	325-4158		
<b>Email:</b>	pemvalla@mts.net		
<b>Website:</b>			

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

## **PORTAGE LEARNING AND LITERACY CENTRE**

**LOCATION:**

Portage la Prairie

- Receives some Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks***  
**Levels 1 to 8+**
- CLB ESL Literacy***  
**Phases Foundations to Phase 3**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
**Type of Course(s):**

**SPECIAL FEATURES OF PROGRAM:**

Provision of programming and support to students in the literacy centre outside of ESL class time

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From** October **to** March

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

by arrangement

**SIZE OF STUDENT BODY:**

one-on-one

**SIZE OF TEACHING STAFF:**

1, plus volunteer tutors

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**  
Contract

- Teachers are members of the following union or teachers' association:** Manitoba Teachers Association  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

Approx. \$20 to \$40 per hour, depending on program

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)



**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**APPLICATION PROCESS:** Send resume by e-mail

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Abe Friesen	<b>Position:</b>	ESL Coordinator/Instructor
<b>Phone:</b>	(204) 428-3687		
<b>Fax:</b>	(204) 857-6358		
<b>Email:</b>	amf@mts.net		
<b>Website:</b>	www.learningcentre.net		

**Date information was updated:** September 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

## **RED RIVER COLLEGE LANGUAGE TRAINING CENTRE**

**LOCATION:**

300 - 123 Main Street, Winnipeg MB R3C 4W2

- Receives some Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks**  
Levels 3 to 8+

**CLB ESL Literacy**

**If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction**

- English for Specific Purposes**  
**Type of Course(s):**

English for Business Purposes; English for Technical Purposes; English for Health Care Aides; English for Nursing Purposes; English for Professional Purposes; Academic English Program for University and College Entrance; Intensive ESL, Canadian Communication for Physicians Trained Abroad

**SPECIAL FEATURES OF PROGRAM:**

Workplacements are included in selected programs

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time** (AEPUCE: March to October each year)

**From September to June**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

8:00 a.m. to 4 p.m.; evenings 6 pm to 9 pm (AEPUCE only); Saturdays 9 a.m. to 12 noon

**SIZE OF STUDENT BODY:**

850 - 900 per year full-time

**SIZE OF TEACHING STAFF:**

27

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**

- Teachers are members of the following union or teachers' association:** Manitoba Government Employees' Union  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:** \$20.52 to \$34.35 per hour

**EMPLOYEE BENEFITS:** CPP; EI; vacation; sick leave; maternity/parental leave; health plan benefits

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other:** The Certificate in Adult Education is a condition of employment

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**APPLICATION PROCESS:** submit resume to Language Training Centre

**CONTACT PERSON & PHONE NO. (for further information)**

<b>Name:</b>	Shelley Bates	<b>Position:</b>	Program Officer
<b>Phone:</b>	(204) 945-6197		
<b>Fax:</b>	(204) 948-3214		
<b>Email:</b>	sbates@rrc.mb.ca		
<b>Website:</b>	rrc.mb.ca		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:** **ST. VITAL ADULT ESL PROGRAM**

**LOCATION:** Ecole Lavallee, 511 St. Anne's Road

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

**English for Specific Purposes**  
Type of Course(s):

**Canadian Language Benchmarks**  
Levels 1 to 8+

**CLB ESL Literacy**  
Foundations

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:**

Limited childcare spots for preschoolers.

**CLASSES ARE OFFERED:**

**Full-time**       **Part-time**

**From** September to June

**Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

9:00-11:30 a.m. and 1:00-3:00.

**SIZE OF STUDENT BODY:**

125

**SIZE OF TEACHING STAFF:**

4

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$30 to \$36 per hour.

**EMPLOYEE BENEFITS:**

MERCs (EI, CPP, vacation)



**AGENCY AND/OR PROGRAM:**

**SAMARITAN HOUSE**

**LOCATION:**

1610 Pacific Ave., Brandon, MB R7A 7L9

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
Some computer literacy offered to learners in other ESL programs - no actual ESL classes are offered at this time.
- Canadian Language Benchmarks**
- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:**

group and individualized instruction

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From** September **to** June

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

9-12 and 1-3

**SIZE OF STUDENT BODY:**

25-30 learners at a time

**SIZE OF TEACHING STAFF:**

2

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**  
teachers are on a 40 week contract - 35 hours per week - renewable subject to funding

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$16 to \$18 per hour

**EMPLOYEE BENEFITS:**

LTD, Extended Health Benefits, Life Insurance

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:** Teaching certificate is preferred, but a combination of experience and education is considered

**OTHER RELATED POSITIONS:** volunteer tutoring

**TEACHER APPLICATION PROCESS:** Public advertisement - standard hiring practices. Send resume to Executive Director

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Marla Somersall	<b>Position:</b>	Executive Director
<b>Phone:</b>	204 727 1268		
<b>Fax:</b>	204 728 5679		
<b>E-mail:</b>	exec@samaritanhouse.net		
<b>Website:</b>	samaritanhouse.net		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**SHILO MILITARY FAMILY RESOURCE  
CENTRE: SECOND LANGUAGE  
TRAINING WORKSHOPS**

**LOCATION:**

Shilo Military Family Resource Centre, P.O. Box 5000,  
Station Main, Shilo, MB, R0K 2A0

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL  
Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
English for job-finding purposes
- Canadian Language Benchmarks**
- CLB ESL Literacy**

**If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:** Levels 1 to 3 (basic)

**SPECIAL FEATURES OF PROGRAM:**

Funded by Department of Military Family Resources for the  
spouses of Military members to learn English or French

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From** September **to** September

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

10 weeks 6 hours per week 3 hour classes

**SIZE OF STUDENT BODY:**

5-10 participants

**SIZE OF TEACHING STAFF:**

one

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**

preference for local teachers as the course is minimal in and 3 hours per day twice a week

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**



**SALARY RANGE:**

**EMPLOYEE BENEFITS:** none

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other**

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**TEACHER APPLICATION PROCESS:** Send resume to Garry Reid, Program Coordinator, Shilo Military Family Resource Centre, P.O. Box 5000, Station Main, Shilo, MB,R0K 2A0

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Garry Reid	<b>Position:</b>	Program Coordinator
<b>Phone:</b>	765-3000 ext 3857		
<b>Fax:</b>	765-3859		
<b>E-mail:</b>	garry@shilomfrc.ca		
<b>Website:</b>	www.shilomfrc.ca		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

## **SMD: LANGUAGE PROGRAM FOR DEAF ADULT NEWCOMERS**

**LOCATION:**

SMD Services rents classroom at 285 Pembina Hwy (Deaf Centre Manitoba)

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other** one Canadian student - comes with her own funding

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
From time to time Employment Counsellors may ask our Instructors to teach a student vocabulary that is specific to an upcoming work training opportunity
- Canadian Language Benchmarks***
- CLB ESL Literacy**

**If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:** Because these learners are deaf, teachers use relevant parts of the CLB. For example, some parts of CLB Listening would relate to receptive skills in ASL. CLB speaking is not relevant.

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to June**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

not yet determined for this school year

**SIZE OF STUDENT BODY:**

4 to 5 students

**SIZE OF TEACHING STAFF:**

2 part-time Instructors

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**

Instructors paid hourly

- Teachers are members of the following union or teachers' association:** MGEU  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

ESL Instructor: approx. \$30 per hour;  
ASL Instructor: \$10.00 to \$15.00 per hour

**EMPLOYEE BENEFITS:**

CPP; EI; WCB; 4% vacation pay, pension

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other:** experience with Deaf children or adults learning language - English, ASL or both.

**Additional comments or amplification of your hiring criteria:** ASL fluency; English fluency, math skills, knowledge of Deaf community and related resources

**OTHER RELATED POSITIONS:**

**TEACHER APPLICATION PROCESS:** Contact information below:

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Sandy Lysachok	<b>Position:</b>	Adult Education Coordinator
<b>Phone:</b>	204 975 3080		
<b>Fax:</b>	204 975 3073		
<b>E-mail:</b>	slysachok@smd.mb.ca		
<b>Website:</b>			

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**SOUTH EASTMAN ENGLISH AND LITERACY SERVICES INC.**

**LOCATION:**

South Eastman - Steinbach, Grunthal, Niverville, etc.

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
Truck Drivers, Workplace Language Training
- Canadian Language Benchmarks**  
**Levels 1 to 8+**
- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:**

child care for learners, classroom volunteers, tutors

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to August (all year)**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

Mondays to Thursdays

**SIZE OF STUDENT BODY:**

175+

**SIZE OF TEACHING STAFF:**

10-12

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**

contract teachers, hourly paid teachers, term employees

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$32.25 to \$37.25 per teaching hour

**EMPLOYEE BENEFITS:**

paid PD opportunities and MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**TEACHER APPLICATION PROCESS:** Send resume and letter of application to Box 2513  
Steinbach, MB R5G 1N9

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Dolores Braun	<b>Position:</b>	Execuitve Director
<b>Phone:</b>	326-4225		
<b>Fax:</b>	346-1898		
<b>E-mail:</b>	sallsa@mts.net		
<b>Website:</b>			

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**THOMPSON MULTICULTURAL  
CENTRE: ADULT ENGLISH CLASSES  
(ESL)**

**LOCATION:**

Multicultural Centre  
97 A McGill Place Thompson MB R8N 0H9

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

**English for Specific Purposes**  
Type of Course(s):

**Canadian Language Benchmarks**  
Levels 1 to 2

**CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**

**Full-time**       **Part-time**

**From October to March**

**Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

63 hours/21weeks (6:00- 7:30)

**SIZE OF STUDENT BODY:**

12

**SIZE OF TEACHING STAFF:**

1

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**

Contract teacher

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:** \$25 per hour

**EMPLOYEE BENEFITS:** MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**TEACHER APPLICATION PROCESS:**

**CONTACT PERSON & PHONE NO. (for further information):**

**Name:** Sukh Khokhar      **Position:** Executive Director  
**Phone:** (204) 677-3981  
**Fax:** (204) 677-3980  
**E-mail:** tccinc@mts.net  
**Website:**

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**UFCW TRAINING CENTRE**

**LOCATION:**

2<sup>nd</sup> floor, 880 Portage Avenue, Winnipeg MB R3G 0P1

- Receives some Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other** Work Permit Workers

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
Pronunciation and Accent Refinement, Listening Skills and Writing Skills
- Canadian Language Benchmarks**  
**Levels 1 to 7**
- CLB ESL Literacy**  
**Phases Foundations to Phase 3**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:**

Computer Lab, Listening Stations, Child Care for Saturday classes

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to June**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

6-9 Mon-Thurs, 9-4 Saturdays, 1-4 Sundays

**SIZE OF STUDENT BODY:**

200

**SIZE OF TEACHING STAFF:**

7

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**

Term Employees

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

\$30 per hour (1:1 prep time paid); source deductions withheld



**EMPLOYEE BENEFITS:** MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other

**Additional comments or amplification of your hiring criteria:** We don't require a teacher to have a TESL certificate but prefer it. We do require ESL teaching experience and that they have worked with adults.

**OTHER RELATED POSITIONS:** Computers for ESL Learners

**TEACHER APPLICATION PROCESS:** Send resume

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Wanda McGorum	<b>Position:</b>	Program Coordinator
<b>Phone:</b>	775-8329		
<b>Fax:</b>	772-7601		
<b>E-mail:</b>	wmcgorum@ufcwtraining.mb.ca		
<b>Website:</b>	www.ufcw832.com		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**UNIVERSITY OF MANITOBA  
ENGLISH LANGUAGE CENTRE**

**LOCATION:**

520 University Centre, University of Manitoba, Winnipeg  
MB R3T 2N2

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
English for Academic Purposes
- Canadian Language Benchmarks***  
**Levels 6 to 8+**
- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:** The ELC prepares students for academic study. The Academic English Program for University and College Entrance (AEPUCE) meets the language requirements of the University of Manitoba, the University of Winnipeg, and Red River College.

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to August**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

Full-time: 9:00 to 11:30 and 12:30 to 3:00 (Mon – Thurs)  
and 9:00 to 12:00 (Friday)  
Part-time: 1 or 2 evenings or 1 Saturday morning per week

**SIZE OF STUDENT BODY:**

170 in full-time study per term

**SIZE OF TEACHING STAFF:**

22

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**

Most instructors are paid hourly for contract time; however, there are also a limited number of salaried positions.

- Teachers are members of the following union or teachers' association:** Salaried instructors: University of Manitoba Faculty Association
- Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

Hourly Instructors: \$35 to \$37 per hour without masters degree; \$37 to \$40 per hour with masters degree.

Annual Salary Instructors: Instructor 1 or 2 as per UMFA agreement.

**EMPLOYEE BENEFITS:**

Salaried instructors receive benefits according to the UMFA agreement; full-time hourly instructors may have partial benefits if position is maintained for over one year.

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other: MEd or equivalent**

**Additional comments or amplification of your hiring criteria:** It is possible to be hired if candidate is working towards a masters degree.

**OTHER RELATED POSITIONS:** Program Assistant; Homestay Coordinator

**TEACHER APPLICATION PROCESS:** Submit resume to the attention of Garry N. Dyck

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Garry N. Dyck	<b>Position:</b>	Director
<b>Phone:</b>	474-9251		
<b>Fax:</b>	275-8098		
<b>E-mail:</b>	Garry_Dyck@UManitoba.ca		
<b>Website:</b>	umanitoba.ca/student/resource/english		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**UNIVERSITY OF MANITOBA:  
INTENSIVE ENGLISH PROGRAM**

**LOCATION:**

University of Manitoba

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
Business English

- Canadian Language Benchmarks***  
**Levels 1 to 12**

- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to September**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

8 - 4:30

**SIZE OF STUDENT BODY:**

up to 500

**SIZE OF TEACHING STAFF:**

varies

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**  
contract

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

**EMPLOYEE BENEFITS:**

for teachers on a one year contract only

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other and bachelor's degree in related field**

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:** teaching assistant (Animator)

**TEACHER APPLICATION PROCESS:** submit resume and cover letter

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Arthur LeBlanc	<b>Position:</b>	Director
<b>Phone:</b>	474-8842		
<b>Fax:</b>	474-7660		
<b>E-mail:</b>	leblanca@ms.umanitoba.ca		
<b>Website:</b>	www.umanitoba.ca/coned/language		

**Date information was updated:** September 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**UNIVERSITY OF WINNIPEG:  
ENGLISH LANGUAGE PROGRAM**

**LOCATION:**

294 William Ave, Winnipeg, MB

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
English for Academic Purposes
- Canadian Language Benchmarks**
- CLB ESL Literacy**

**If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:** Mid-beginner to advanced

**SPECIAL FEATURES OF PROGRAM:** We offer part-time evening classes and full-time day classes. In terms of our full-time program, we have both a General Communication Program (mid-beginner to advanced) and an Academic English Program (low-intermediate to advanced). We offer homestay, language partners and weekly socio-cultural activities.

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to September**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

9:00 am - 9:00 pm

**SIZE OF STUDENT BODY:**

approximately 500 - 600 full-time registrations each year and 120 part-time registrations

**SIZE OF TEACHING STAFF:**

30

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**  
Most instructors are hired on contract. We have a few positions that are term and that combine administrative responsibilities with teaching.

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:**

For hourly paid instructors, our pay scale is \$32 to \$38 per hour.

**EMPLOYEE BENEFITS:**

Instructors contribute to CPP and EI. We have also developed our sick leave/bereavement policy for instructors.

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate
- TESL Certificate from a recognized TESL Training Program\*
- Certificate in Adult & Continuing Education
- ESL or EFL teaching experience
- Adult teaching experience
- Other Undergraduate degree

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**TEACHER APPLICATION PROCESS:**

Send in a cover letter and CV via email. Please phone 982-1156 for more information.

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Janis Pregnall	<b>Position:</b>	Academic Coordinator
<b>Phone:</b>	982-1156		
<b>Fax:</b>	982-1707		
<b>E-mail:</b>	j.pregnall@uwinnipeg.ca		
<b>Website:</b>	www.dce.uwinnipeg.ca		

**Date information was updated:**

June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**WESTMAN ESL AND SETTLEMENT SERVICES (WESLS)**

**LOCATION:**

Brandon and Southwestern Manitoba

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
**Type of Course(s):**  
ESL for Health, ESL for Work, Specific to client needs
- Canadian Language Benchmarks**  
**Levels 1 to 6**
- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:**

Computer access with some ESL programs available to learners, possible connection to other adult training opportunities

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to August**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

9:00 a.m. - 9:00 p.m.

**SIZE OF STUDENT BODY:**

150 +

**SIZE OF TEACHING STAFF:**

4+

**EMPLOYMENT CONDITIONS: (Contract teachers, hourly paid teachers, term employees, etc.)**

Contract teachers, all part-time positions

- Teachers are members of the following union or teachers' association:**  
 **Teachers are NOT members of a union or teachers' association**



**SALARY RANGE:** \$20 to \$32 per hour contact time

**EMPLOYEE BENEFITS:** MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other**

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:** Settlement coordination, Volunteer Coordination, Employment Facilitation

**TEACHER APPLICATION PROCESS:** Resume and interview. Send resume to Westman ESL and Settlement Services, 729 Princess Avenue, Brandon, MB, R7A 0P4

**CONTACT PERSON & PHONE NO. (for further information):**

<b>Name:</b>	Doreen Cooper	<b>Position:</b>	Director
<b>Phone:</b>	(204) 727 6031		
<b>Fax:</b>	(204) 725 4786		
<b>E-mail:</b>	weslss@mts.net		
<b>Website:</b>	www.wesls.com		

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM:**

**WINNIPEG SCHOOL DIVISION:  
ADULT ESL**

**LOCATION:**

700 Elgin, Sir William Osler School, Elmwood High School,  
Winnipeg Adult Education Centre

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL  
Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult immigrant students, Canadian Citizens born outside Canada or refugees**  
 **International students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- English for Specific Purposes**  
Type of Course(s):
- Canadian Language Benchmarks***  
Levels 1 to 8+
- CLB ESL Literacy**  
Phases Foundations to Phase 3

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction:

**SPECIAL FEATURES OF PROGRAM:**

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

**From September to June**

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

9:15 am-12:15 am, 12:45-3:45 pm [Mon - Fri]; 5:15-7:15  
pm, 7:30-9:30 pm [Mon-Thur]; 6:30 pm - 9:00 pm [Mon &  
Wed]; 6:30 pm - 9:00 pm [Tues & Thurs]; and 9am-1pm on  
Sat.

**SIZE OF STUDENT BODY:**

1100

**SIZE OF TEACHING STAFF:**

47

**EMPLOYMENT CONDITIONS:** hourly paid teachers

- Teachers are members of the following union or teachers' association:** Winnipeg  
Teachers' Association and Manitoba Teacher's Society
- Teachers are NOT members of a union or teachers' association**

**SALARY RANGE:** \$49.40 per hour

**EMPLOYEE BENEFITS:** MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate**
- TESL Certificate from a recognized TESL Training Program\***
- Certificate in Adult & Continuing Education**
- ESL or EFL teaching experience**
- Adult teaching experience**
- Other**

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:**

**TEACHER APPLICATION PROCESS:** submit a current resume to 700 Elgin St., Winnipeg, MB R3A 1B2

**CONTACT PERSON & PHONE NO. (for further information):**

**Name:** P. Burgess                      **Position:** vice-principal  
**Phone:** 775-0416  
**Fax:** 786-3401  
**E-mail:** pburgess@wsd1.org  
**Website:** www.wsd1.org/aesl

**Date information was updated:** September 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)

**AGENCY AND/OR PROGRAM: WINNIPEG TRANSITION CENTRE:  
ENGLISH SKILLS PROGRAM**

**LOCATION:** The English Skills Program, 259 Portage Ave., 4<sup>th</sup> floor, Winnipeg  
MB R3B 2A9

- Receives Adult ESL funding from Manitoba Labour & Immigration**  
(Funded Adult ESL programs are required to follow Manitoba Adult ESL Curriculum Guidelines, based on the *Canadian Language Benchmarks*.)

**CLIENTELE SERVED:**

- Adult Immigrant Students, Canadian Citizens born outside Canada or refugees**  
 **International Students**  
 **Other**

**TYPES & LEVELS OF ESL:**

- Canadian Language Benchmarks**  
Levels 5 to 8+
- CLB ESL Literacy**

If your program does NOT use *Canadian Language Benchmarks*, please indicate your levels of instruction

- English for Specific Purposes**  
Type of Course(s):

**SPECIAL FEATURES OF PROGRAM:**

- Computer Lab
- Writing Skills Centre (This is self-directed Lab guided by the instructor, open 25 hours per week)
- Advanced Pronunciation & Accent Development Classes
- Conversation Classes
- Strategies for Listening and Understanding
- Technical Reading class

**CLASSES ARE OFFERED:**

- Full-time**       **Part-time**

From April to March

- Days**    **Evenings**    **Saturday**    **Sunday**

**HOURS OF OPERATION:**

9:00 a.m. - 8:00 p.m.

**SIZE OF STUDENT BODY:**

15 - 20 per class

**SIZE OF TEACHING STAFF:**

4

**EMPLOYMENT CONDITIONS: (Contract teachers, Hourly paid teachers, term employees, etc.)**

Contract Teachers

- Teachers are members of the following union or teachers' association:  
 Teachers are NOT members of a union or teachers' association

**SALARY RANGE:** Annual salary (approx. \$21.00/hour)

**EMPLOYEE BENEFITS:** MERCs (EI, CPP, vacation)

**HIRING CRITERIA FOR TEACHERS:**

- Manitoba Teaching Certificate  
 TESL Certificate from a recognized TESL Training Program\*  
 Certificate in Adult & Continuing Education  
 ESL or EFL teaching experience  
 Adult teaching experience  
 Other

**Additional comments or amplification of your hiring criteria:**

**OTHER RELATED POSITIONS:** Teacher's Assistant

**APPLICATION PROCESS:** 1) Resume submission  
2) Information Interview  
3) Interview

**CONTACT PERSON & PHONE NO. (for further information)**

**Name:** Michaela Piro      **Position:** ESL Program Manager  
**Phone:** (204) 927-4375  
**Fax:** (204) 944-8062  
**Email:** michaela@winnipegtransitioncentre.com  
**Website:** www.winnipegtransitioncentre.com (in progress)

**Date information was updated:** June 2005

\* This must be a TESL program recognized by TESL Canada for Program Certification. See TESL Canada website at [www.tesl.ca](http://www.tesl.ca)