

# Leaders

INTERNATIONAL

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## OPPORTUNITY PROFILE

Chair, English Department – School of Advancement







## About Centennial College

Centennial College is Ontario's first community college. It was established in 1966 and primarily serves the eastern portion of the Greater Toronto Area through five campuses and 11 satellite International offices. The college is best known for its record of exemplary teaching, innovative programming and extensive partnership building.

Centennial's mission is to educate students for career success. They make every decision to support the career and personal development of their learners. Centennial's curriculum, teaching and services also demonstrate that they value the diverse profiles of their learners.

Centennial is recognized as one of the most culturally diverse post-secondary institutions in Canada. Almost 100 ethno-cultural groups are represented and 80 languages are spoken on campus. Our five campuses and eight schools produce future leaders, and we can prepare you for career success.

Centennial College's vision is to transform lives and communities through learning.

Diversity, equity and inclusion are fundamental to our mission to educate students. We are committed to education that places strong emphasis on global citizenship, social justice and equity. We live this through the strength and richness that diversity brings to our workforce and welcome contributors from equity groups including: Visible Minorities, Persons with Disabilities, Lesbian Gay, Bisexual, Transgender and Queer persons.

We also recognize that Centennial is situated on the Treaty Lands of the Mississaugas of the Credit First Nation and pay tribute to their legacy as well as that of all First Peoples that have been and remain present here in Toronto. We recognize that First Peoples come from sovereign Nations and that part of understanding our responsibilities of residing on this territory are understanding the true history, circumstances and legacy of the Treaties signed here (such as the Toronto Purchase, Robinson-Huron Treaty and Williams Treaties) and including pre-contact Treaties and Agreements between sovereign Nations and that all peoples in this area are therefore Treaty people with obligations and responsibilities to all our relations.

For more information visit: [www.centennialcollege.ca](http://www.centennialcollege.ca)



## The Opportunity

### Chair, English Department – School of Advancement

Reporting to the Dean of the School of Advancement, the Chair of the English Department is responsible for the delivery of all English and ESL courses across the college. In collaboration with key stakeholders, the Chair provides academic leadership and supervision in the planning, development, staffing, scheduling, delivery and ongoing review of a wide range of English and ESL courses for learners from remedial to advanced levels. The Chair demonstrates expertise in the field of English communications and second language acquisition and has a critical understanding of diversity and equity and their impact on English language teaching/learning. The Chair takes leadership in the Scholarship of Teaching and Learning supporting faculty to engage in research. The Chair is also responsible for the supervision of the Centre for Academic English, which offers English tutoring to all students at the college.

## Responsibilities

### Academic Leadership and Direction:

- Provides academic leadership for the development and delivery of English courses across the college, undertaking ongoing review of courses and pedagogy, and maintaining a high level of educational standards to meet the diverse needs of students
- Leads in the delivery of Comprehensive Program Quality Review as scheduled by Centre for Academic Quality
- Supervises the operations of the Centre for Academic English to foster strong and effective tutoring and workshop support for students at the college
- Develops strategies in collaboration with program chairs across the college to ensure English curriculum meets the needs of students in all post-secondary programs
- Fosters scholarly inquiry and facilitates applied research and evaluation within the department and the college in such areas as language-across-the-curriculum, second language acquisition, the integration of all language skills (reading, writing, speaking, and listening) and the use of instructional technology





- Actively participates in inter-college and governmental committees in the field of English language education.
- Applies the college's guiding documents, ensures that the principles of equity, diversity and inclusiveness are embedded in all English courses across all college communities

### Human Resources Management and Development:

- Promotes a high level of performance through the recruitment, training, professional development and evaluation of full time faculty and staff in the department
- Develops, maintains, and supervises a pool of qualified contract faculty to teach
- Ensures all newly hired faculty are TESL trained
- Takes disciplinary action of faculty and staff as required
- Actively engages self and faculty in reflective practice
- Directs and administers the activities of faculty in their teaching assignments ensuring that faculty and staff assignments are consistent with college policies, collective agreements and procedures
- Creates a positive and collaborative working environment that enhances the teaching/learning process
- Uses a range of conflict resolution processes for handling disputes involving faculty, staff and students in the context of collective agreements and other college policies
- Promotes the principles and practices of equity, diversity and inclusiveness
- Maintains a working environment of respect

### Financial Management of the Department Budget:

- Works closely with the Dean, Manager of Operations and Senior Financial Officer in the planning and delivery of courses to meet budgets.
- Makes decisions to align allocated financial resources to current and emerging priorities

## The Person: Qualifications/Experience

- Master's degree in English or Bachelor's Degree in English combined with a Master's degree in Education
- TESL/TEFL/TESOL certificate preferred
- 5 years of progressive experience in a leadership capacity delivering a range of English/ESL courses and/or programs in a post-secondary setting



- Minimum five (5) years relevant teaching experience of English and/or Communications credit courses at the post-secondary level up to and including CLB (Canadian Language Benchmark) 9 or higher
- Demonstrated management skills, including financial management, planning, organizing, project management and implementation; public relations and marketing skills
- Knowledge about standardized English Language Proficiency Tests, including IELTS and TOEFL
- Critical understanding of issues relating to language-across-the-curriculum, second language acquisition, the integration of all language skills and the use of instructional technology
- Proven leadership ability with students, faculty, staff, and government agencies within a multicultural community
- Dispute resolution skills and diplomacy to facilitate consultation and to manage conflicting needs of constituents
- Demonstrated understanding and ability to supervise staff in a unionized environment is essential
- Ability to set and achieve priorities and work within budget
- Awareness and sensitivity to cross-cultural communication
- Promotes knowledge and understanding of working effectively in a diverse environment

## Compensation

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

## Express Your Enthusiasm

Email a convincing cover letter and tailored resume (PDF or Word document only) to **Allan Nelson or Pierina Maniffi-Stokes** at [calgary@leadersinternational.com](mailto:calgary@leadersinternational.com) indicating the job title in the subject line of the email.

**Leaders International Executive Search**  
[www.leadersinternational.com](http://www.leadersinternational.com)