L'ACADÉMIE
DU FRANÇAIS LANGUE SECONDE DE L'ATLANTIQUE

JOB POSTING

FRENCH AND ENGLISH AS A SECOND LANGUAGE TUTORS

Location: Ottawa, Ontario | In person | Independent Contractors

About AFLSA

L'Académie du français langue seconde de l'Atlantique inc. (AFLSA) specializes in providing French- and English-as-a-second-language training to adult professionals, including federal and provincial public servants and individuals working in the public, private, and nonprofit sectors.

Our mission is to support learners in developing the language skills and confidence needed to communicate effectively in both of Canada's official languages.

We are seeking qualified **French-as-a-second-language (FSL) and English-as-a-second-language (ESL) tutors** to deliver in-person language training in Ottawa.

Position Overview and Key Responsibilities

Reporting to the Pedagogical Director, the tutor will:

- Facilitate, engaging learner-centered, in-person group language training sessions using AFLSA's instructional materials, pedagogical approach, and learning technologies
- Guide adult learners at various language proficiency levels to develop their professional communication skills.
- Have acces to a computer equipped with a camera and a reliable Internet connection

The Tutor's Role:

The tutor will:

- Adapt their approach to learners' individual profiles, needs, and progress
- Foster trust and create a positive, inclusive, and supportive learning environment
- Demonstrate kindness, respect, and consideration in all interactions with learners

Tutor competencies across four key areas:

Knowledge, technical skills, interpersonal skills, organizational skills

Pedagogical Knowledge and Skills

The tutor must:

- ✓ Demonstrate language proficiency and use proven teaching strategies to support learners
- ✓ Follow AFLSA's program and teaching approach
- ✓ Provide positive, constructive support tailored to learners' progress, challenges and needs

Technical Skills

The tutor has:

- ✓ Proficiency in using digital learning tools and the ability to adapt to new technologies that support teaching and learning

Interpersonal Skills:

The tutor must be able to:

- ✓ Welcome learners and facilitate their integration into French or English-as-a-second-language learning with care and consideration
- ✓ Support learners' progress and help them develop greater independence

Organizational Skills:

The tutor:

- ✓ Submits administrative and pedagogical reports electronically within the required timelines

Qualifications

- At least two years of experience teaching or tutoring French or English as a second language
- A bachelor's degree in education, languages, linguistics, or a related field from a recognized Canadian university, or an equivalent qualification
- Excellent oral and written proficiency in the language of instruction (French or English)
- Demonstrate initiative, creativity, and the ability to work independently
- Ability to adapt teaching strategies to different learner profiles and recognized language proficiency levels
- Applicants must be legally entitled to work in Canada

Assets

- Specialized training or certification in second-language teaching or tutoring
- Good understanding of the Canadian federal public service language proficiency levels (A, B, and C)
- Experience preparing learners for federal public service second-language evaluations (SLE)

Additional Information

Work location: Ottawa (in person)
Employment status: Self-employed / independent contractor
Availability required: Approximately 5 to 35 hours per week (Monday to Friday, between 8 a.m. and 5 p.m.). depending on contract requirements, learner enrolment, and scheduling
Application deadline: Applications must be submitted **by December 15, 2026**
Hourly rate: $29.50 to $32.50, depending on qualifications and experience

Please indicate in your application whether you are applying to provide **French-as-a-second-language (FSL)** or **English-as-a-second-language (ESL)** tutoring, or both.

We thank all applicants for their interest. Only candidates selected for further consideration will be contacted.

How to Apply
Please send your résumé and cover letter to the following address:
info@aflsa.ca