



IDENTIFICATION

Department	Position Title	
Aurora College	Community Adult Educator	
Position Number(s)	Community(s)	Division/Region(s)
91-10495	Norman Wells	Community & Extensions

PURPOSE OF THE POSITION

The Community Adult Educator (CAE) works in collaboration with the Regional Program Head and other college colleagues and is responsible for facilitating and providing academic and administrative leadership for the effective delivery of a full range of literacy, academic, skills-based and Developmental Studies programming at the Community Learning Centre (CLC). This is done by effectively managing, planning, coordinating and assessing of the community's educational needs. The CAE also instructs in a variety of subject areas.

SCOPE

The CAE reports directly to the Regional Program Head and is located in the community assigned. In accordance with the Government of the Northwest Territories (GNWT) acts, regulations, policies and departmental procedures, the Community Adult Educator is responsible for facilitating the delivery of adult education and training programs in the assigned community based upon the agreed upon delivery plan for the region

The CAE is the first point of contact for the College in the community. Following consultation with the Program Head, local organizations, and community members, the CAE is required to provide leadership in the delivery and/or facilitation of programs and courses as well as promoting career development for people in the community.

RESPONSIBILITIES

In consultation with the Regional Program Head:

1. **Manages the operation of adult education and training at the community level.**
 - Arranges and/or instructs adult basic education programs as prescribed by community and individual needs. This may require working flex hours.
 - Facilitates and/or conducts workshops and courses(during the day, evenings or weekends) to enhance the development of personal knowledge and skill as prescribed by community groups and individual needs

- Ensures College academic standards are maintained
 - Provides orientation and instruction to contract or casual staff on College curriculum standards, methods of instruction and use of center equipment
 - Coordinates, facilitates, and supports other programs/courses including distance education programs when required
- 2. Provides student-focused instruction.**
- Instructs in a variety of subject areas
 - Plans courses, develops lesson plans and units for delivery
 - Delivers/instructs courses, using appropriate and varying adult instructional methods and resources
 - Provides academic support to students participating in distance education courses
 - Presents course content in a manner that accurately reflects the cultural, political, social and environmental realities of the community, region, and Northwest Territories including Traditional Knowledge
 - Administers evaluation instruments to monitor student progress and to provide student feedback
 - Develops, describes and maintains, through regular student contact, a goal-centered progress plan for each student
- 3. Completes comprehensive and ongoing community needs assessments that are incorporated as part of an overall regional/Campus-wide plan.**
- Assesses community training needs through research, surveys, consultation and liaison with employers, community groups, Aboriginal governments and individuals.
 - Prepares program proposals for financial support from base and third-party funding sources
 - Assists in the preparation of training plans for the community and community organizations
 - Works with outside agencies, businesses and governments to offer additional programs and services at the community level.
 - Follows up by arranging, wherever possible, workshops/courses to enhance the development of personal knowledge, skills, and career planning as prescribed by community groups and individuals.
- 4. Manages the CLC staff, programs/courses and undertakes administrative tasks related to the delivery of instructional activities.**
- Assists the Program Head with recruitment and hiring of staff for the CLC as required
 - Provides support including promotional and administrative to college staff who are delivering other college courses/initiatives in the community
 - Promptly completes all necessary reports and the recording of program, financial and student information.
 - Assists in maintaining accurate records of funding and expenditures, including tuition revenue
 - Assists with preparing annual budgets and cash flow for community activities
 - Maintains and submits to supervisor, an annual inventory of fixed assets
 - Assists with student testing and applications for college-wide programs/courses.
 - Assists with proposal-writing for community-based programs

- Assists students with career development, referring them as necessary to specialized career counseling sources,
 - Compiles and maintains a current resource library on training and career opportunities.
 - Maintains an efficient system of ordering supplies
 - Follows procedures to ensure the safe and proper maintenance of all equipment and property and is familiar with procedures of the College's Emergency Response Plan.
- 5. Promotes Aurora College activities, maintains a public relations profile through ongoing marketing activities.**
- Actively participates in college-related and community meetings/committees as required
 - Promotes and organizes college events such as AC Week, career fairs, etc..
 - Selects and prepares materials for local career fairs and other college-wide initiatives
 - Promotes college-wide courses and programs and advises students and colleagues of educational opportunities throughout the college system
 - Provides information, stories and digital photographs to the campus in order to share successes with northern media and others
 - Actively supports the implementation of the Aurora College Strategic Plan
 - Actively promotes the development of a network of groups focused on education (i.e. a Community Learning Network), who will work together on educational initiatives in their community.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of adult education theory and practice
- Knowledge of and skills in the use of computer programs such as word processing, spreadsheet, database, email, photography and Internet programs
- Knowledge of the organization and structure of the College and the relationships between the college and various partners in the communities and across the NWT
- Knowledge of and experienced in basic academic career counselling/coaching
- Knowledge of northern communities, cultures, and cross cultural processes
- Familiarity and experience with the use of current distance education techniques
- Ability to communicate both orally and in written forms
- Proven leadership, management, organizational and time-management skills
- Budgeting skills and the ability to anticipate long-term financial needs and requirements for program delivery
- Proven decision-making skills and the ability to problem solve independently
- Ability to maintain professional standards and accreditation through professional development activities
- Ability to conduct an effective learning needs assessment in the community
- Proven ability to be adaptable and flexible in effective teaching approaches
- Stress management skills with the ability to recognize the need for and practice the skills when needed

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

- Completion of a Bachelor of Adult Education or Bachelor of Education
- Two years of positive and progressive work experience in adult instruction
- Adult Education Certification or Coursework

Assets

- Fluency in one or more Aboriginal languages, reflective of the community in which the incumbent will be employed.
- Familiarity with current distance education techniques
- Certified in First Aid

WORKING CONDITIONS

Physical Demands

Travel by winter road and/or small plane may be a requirement. Physical demands are minimal but can involve movement of heavy boxes (Ex: books and supplies) and shoveling snow from time to time.

Environmental Conditions

Community Adult Educators generally work independently in isolated communities with limited amenities.

Sensory Demands

Instructors require intensive listening and observational skills when working with students in order to make decisions regarding the most effective teaching methods.

Mental Demands

The Community Adult Educator is often the only College employee in a community. Working alone in a multi-level classroom can be mentally demanding. Stress is also caused by the multi-faceted role of the position, the need to meet tight deadlines, conflicting priorities and frequent interruptions.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ **Position of Trust – criminal records check required**
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

Official Language Considerations (check one)

- ☒ **Not required**
- ☐ Bilingual required (state language): _____