



IDENTIFICATION

Department	Position Title	
Aurora College	Instructor, Environment and Natural Resource Technology Program	
Position Number(s)	Community(s)	Division/Region(s)
91- 2865, 4023	Fort Smith	Education & Training

PURPOSE OF THE POSITION

The Instructor, Environment and Natural Resource Technology Program (ENRTP) is responsible for the planning, organization, instruction, delivery and evaluation of educational programming for adults. The incumbent is responsible for instructing courses related to the Environment and Natural Resources Technology Diploma Program, evaluating the courses, and recommending changes/improvements as required. The incumbent will also be required to teach in other baccalaureate programs. The incumbent manages and maintains a learning environment which is conducive to providing the highest level of education possible within their area of specialization.

SCOPE

The Instructor will be required to instruct in a variety of programs such as the ENRT Program and other baccalaureate programs. The incumbent must be devoted to developing and delivering quality courses and programs, and promoting positive career development of adult students within communities of the Northwest Territories. The incumbent conducts needs assessment and develops, delivers and evaluates programming to meet those needs. The incumbent is seen as a representative of the College within the community and therefore plays a critical role in creating and promoting a positive image for the College.

Instruction can be scheduled in a number of ways depending on the delivery approach of the particular course and/or program (e.g. semester, block, distance delivery, evening). The incumbent may be required to teach courses or modules in community locations or other campuses from time to time as required by the design format of the particular program. Instructors must instruct according to defined course objectives and program standards. Some standards are set by relevant external accreditation organizations, associations, agencies, government departments, and/or boards. The incumbent must maintain currency of knowledge and expertise through regular professional development,

work experience and study and must maintain any certifications and/or licenses, etc. as required by the Collective Agreement and program needs.

As an instructor, the incumbent is required to attend regular program meetings, and report regularly to his/her supervisor on student progress. As part of the College team, instructors are also required to complete a variety of non-instructional duties that may be required to attain the goals of Aurora College.

RESPONSIBILITIES

1. Instructs in assigned courses

- Develop lesson plans
- Prepare syllabi
- Deliver/instruct content using appropriate and varying instructional methods
- Develop/prepare instructional material
- Identify and support opportunities to obtain and incorporate Traditional Knowledge into classroom and field educational programming
- Maintain adherence to program objectives and accreditation standards
- Present content which accurately reflects the cultural, political, social and environmental realities of the NWT and Canada
- Provide academic counseling and tutoring
- Develop, revise, update and administer evaluation instruments to monitor student progress and to provide feedback
- Develop and maintain a goal-centered progress plan for each student
- Assist other faculty and regional programs as needed
- Plan, implement, and supervise student learning in classrooms and ensures safety of all relevant areas and experiences
- Ensure learning environments comply with all regulations, requirements, and laws consistent with all applicable safety, workplace, and environmental standards

2. Develop and routinely revise course materials which are relevant, current, and consistent with subject content

- Initiate and maintain contact with a broad base of human resources including professional, traditional knowledge, educational, and occupational resources
- Develop materials using a variety of media including print, visual and technology-based, to enhance instruction
- Participate on College program, course and curriculum committees
- Review and revise program and course outlines, syllabi and lesson plans
- Collaborate with third-parties to develop unique, tailored instruction and delivery methods

3. Undertake administrative tasks related to the delivery of instructional activities

- Complete reports as required such as student progress, course and attendance reports
- Comply with and apply College policies and procedures
- Recommend material, equipment, supplies and resources for student instruction
- In consultation with other instructors recommend program/course materials, books, supplies, equipment and other resources

- Maintain student records/files, as appropriate, including attendance, correspondence, and evaluations
- 4. Promote Aurora College activities, maintain public relations and market program activities**
- Attend graduation, convocation, and completion ceremonies
 - Organize events and presentations that promote the program and Aurora College
 - Select and prepare materials for local career fairs
 - Assume other tasks as may be initiated from time to time, including assistance with promotional activities
 - Attend College team-building functions
- 5. College and program service**
- Attend regular and relevant program, committee, faculty, and general staff meetings
 - Assist other faculty and programs as required
 - Undertake special projects to support adult learning in the community and through the College as assigned by the supervisor
 - Participate in an appropriate share of institutional service assignments

KNOWLEDGE, SKILLS AND ABILITIES

- Detailed theoretical and practical understanding of specific subject matter of instruction
- Ability to research and update course materials and delivery methods to maintain current programs
- Knowledge of adult education theory, program design, development, management, delivery, and evaluation
- Knowledge of adult instructional methods, program/project development and management, needs assessment and curriculum development
- Knowledge of educational issues in the NWT and challenges that adult students face in NWT communities
- Knowledge of all applicable laws, acts, regulations, rules, policies, guidelines, requirements, and codes in specific subject matter of instruction
- Knowledge of computer programs such as: word processing, spreadsheet, database, GIS, e-mail and Internet programs
- Knowledge of northern culture, cross cultural processes, and politics
- Ability to conduct basic academic counseling and provide life skill coaching
- Knowledge of the organization and structure of the College and the relationships between the College and various partners in the communities and across the Territories
- Demonstrated oral and written communication skills
- Demonstrated human resource and team building skills
- Proven organizational skills
- Proven skills in budgeting and anticipation of long-term needs and requirements of the program
- Ability to be involved in progressive, relevant, and ongoing, professional development activities as these activities are a required part of the profile of an instructor
- Proven ability to be adaptable and flexible in teaching approach and environment

- Demonstrated knowledge in field camp and on-the-land planning, logistics, educational goals and field safety protocols
- Proven ability in implementing field safety procedures in remote settings

Typically, the above qualifications would be attained by:

- Completion of a Master's Degree in life science or natural science
- 3 years experience in the field of environment and natural resources
- 2 years instructional experience in the field of Environment and Natural Resources at the post-secondary level
- The incumbent is required to demonstrate experience working in remote field settings and knowledge of the regional geography typically obtained by 5 years of experience in the region and particularly by travel by snowmobile, boat, and small aircraft in the region
- A bona fide requirement of the job is a valid class 4 Driver's license, a valid firearms Possession and Acquisition License, a current Wilderness First Aid Certificate and a current Small Vessel Operator Proficiency Certificate. Should the incumbent not possess the required license/certificate, he/she will be required to complete these within the first year of employment and maintain current certifications.
- A bona fide requirement of the job is the completion of six weeks of full time coursework in adult education within the first two years of employment and completion of a certificate in Adult Education within five years of hire.

Asset

- Coursework or certification in Adult Education
- A deep understanding of Aboriginal and Northern education issues

WORKING CONDITIONS

Physical Demands

Instructors are required to be on their feet for up to 80% of their working day. There are physical demands associated with working on their feet. The practical nature of instruction may require the instructor to be involved with lifting heavy objects daily for up to half an hour such as boxes of books. The incumbent is required to instruct in field camp settings in both fall and winter conditions for eight weeks per year that require physical exertion related to the practical nature of instruction, equipment maintenance, and general on-the-land survival. In remote settings, the incumbent may be tasked to hike long stretches, set up camp, load and unload snowmobile on airplane, and load and unload gear and supplies into aircraft, vehicles, and sleds.

Environmental Conditions

The incumbent is located in a pleasant instructional atmosphere. During field camp courses, the incumbent will be exposed to conditions including extreme temperatures and other weather conditions in isolated camps and remote field settings. The incumbent is exposed to dangers of physical injury particularly when working with chainsaws for fuel-wood harvesting, live sampling and post-mortem analysis for various wildlife, and high decibel noise and fumes from aircraft, snowmobiles, boats and working around heavy equipment. The incumbent must access remote field settings via small aircraft, (fixed-wing/helicopter) boat or vehicle.

Sensory Demands

The incumbent must spend each day in concentrated listening and observing situations of both technical and interpersonal nature. The incumbent must also spend long hours each day on the computer, which requires attention to detail; and daily observation of student behavior, non-verbal communication and response. The incumbent may use potentially dangerous field equipment and chemicals, and may require rapid and competent judgement under strenuous conditions. Bad decisions can endanger health and safety of students, incumbent, colleagues and support staff.

Mental Demands

Instructors are in a highly visible and responsible position which can at times be demanding and stressful. The incumbent may need to travel between various College locations including field camp locations occasionally. Therefore travel by winter road and/or small aircraft is sometimes required. The incumbent may be away from home for extended periods (1-2 weeks) of time while in the field. There is expectation to work irregular or long hours, or to work on weekends or holidays when field activities require. The incumbent may experience disruption to family life due to field sessions and travel. Living in isolated camps, lack of privacy, and no primary medical facilities may also create stressful conditions

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