



IDENTIFICATION

Department		Position Title	
Justice		Institutional Instructor	
Position Number		Community	Division/Region
82-2431		Yellowknife	Corrections/NSCC

PURPOSE OF THE POSITION

Provides educational services, within established guidelines, in order to provide safe and secure custody, rehabilitation and reintegration of persons in custody. As part of the division team, will ensure the ongoing provision and evaluation of program and services within the Corrections Mission, Vision and Value statement.

SCOPE

The Institutional Instructor reports to the Program Coordinator and is located in Yellowknife. This position will be responsible for the educational programs for persons in custody. The incumbent will instruct one to eight persons in custody per class. The incumbent is regulated by the NWT *Teachers Act* and the NWT *Corrections Act*.

RESPONSIBILITIES

1. Instructs in subjects predetermined by expertise in order to prepare persons in custody for reintegration into society.

- Plans and develops activities with clear objectives for a balanced program of instruction and work time.
- Establishes and enforces rules for behaviour and procedures for maintaining order among the students for whom they are responsible.
- Delivers/instructs content using appropriate and varying instructional methods.
- Observes and evaluates student's work to determine progress and make suggestions for improvement and/or tutor.

- Develops and revises course content and materials which is relevant and current.
- Develops and administers evaluation instruments to monitor student progress and to provide feedback.
- Maintains adherence to program objectives and accreditation standards through accurate and complete records.
- Presents content which accurately reflects the cultural, political, social and environmental realities of the NWT.
- Assists students with career development and referring as necessary (e.g. Career Development Centre); College counselor, specialized counseling.
- Develops and maintains, through regular contact, a goal centered progress plan for each student (GED, college and pre-trades entrance) and monitors the progress.
- Collaborates with other staff and professionals in the development of instructional programs.

2. Undertakes administrative tasks related to the delivery of case management and program related activities.

- Completes monthly reports and educational assessments as required.
- Recommends texts, supplies, and other resources for classroom use.
- Maintains student records, as appropriate, including attendance, correspondence, and evaluations.
- Completes progress reports on persons in custody (pre, monthly and post course).
- Assumes other tasks as may be initiated from time to time, including assistance with promotional activities.
- Participates in regular and extraordinary program staff meetings.
- Provides consultative advice to other corrections staff.
- Attends facility team building functions.

3. Provides safe and secure custody of persons in custody within established guidelines, to ensure the safety of society, persons in custody and staff.

- Follows and maintains institutional security procedures.
- Observes and assesses persons in custody behavior, and intervenes when appropriate.
- Applies informal disciplinary action and assists in formal disciplinary action.
- Collects data and writes safety and security reports.

WORKING CONDITIONS

Physical Demands

Physical confrontation with behaviorally impaired clients (i.e. developmental disabilities/FASD), occurs approximately once per month for a high degree of intensity.

Environmental Conditions

The incumbent works in a classroom where there is exposure to communicable diseases.

Sensory Demands

No unusual demands

Mental Demands

The incumbent is faced with significant mental demands stemming from the need to communicate with others on a regular basis, the intensity of the classroom experience and the need for attention to detail. The incumbent will be required to interact with clients who are agitated and are the subject of a variety of court imposed conditions. There is potential exposure to hostile and unpredictable behaviour that can pose a safety risk. Further, the incumbent works in a community-based environment that can impact social life.

KNOWLEDGE, SKILLS AND ABILITIES

- Detailed theoretical and practical understanding of adult education theory and practices.
- Practical knowledge and experience of adult education program design, development, delivery techniques and evaluation.
- Ability to solve complex problems.
- Proven communication and interpersonal skills.
- Ability to work with a wide range of community and special interest groups.
- Proven theoretical understanding of human behaviour and persons in custody issues.
- Proven ability to assess and evaluate human behaviour.
- Knowledge of corrections policy and procedures.
- Knowledge of MS Operating Systems, MS Office, Internet and Email programs.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in Education or a related field with two years of experience or an equivalent combination of education and experience. Must possess a NWT teaching certificate. Awareness of northern Aboriginal traditions and values would be an asset.

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

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred