

IDENTIFICATION

Department	Position Title	
Aurora College	Instructor, Early Childhood	
Position Number	Community	Division/Region
91-14888	Yellowknife	Education & Training

PURPOSE OF THE POSITION

The Instructor, Early Childhood is responsible for the planning, organization, instruction, delivery and evaluation of educational programming for adults. The incumbent is responsible for instructing courses related to early childhood education, evaluating the courses, supervising students in field placements, and recommending changes/improvements as required. The incumbent may be required to teach in a number of programs in the Early Childhood Program, including Diploma, Distance, Distributed Learning, and/or Dual Credit. The incumbent manages and maintains a learning environment which is conducive to providing the highest quality of education possible within their area of specialization.

SCOPE

Reporting to the Program Head, Early Childhood, the Instructor will be required to instruct in a variety of programs, and must be devoted to developing and delivering quality courses and resources in addition to promoting positive career development and professional character of adult students within communities of the Northwest Territories. The incumbent conducts need assessments and develops, delivers and evaluates innovative 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, on-line, distance, day-time, 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 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
- 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,
- 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

ASSETS

A deep understanding of Indigenous and Northern education issues

WORKING CONDITIONS

Physical Demands

The incumbent is required to instruct in field camp settings in all seasonal conditions for two weeks per year that require physical exertion related to the practical nature of instruction, equipment maintenance, and general on-the-land survival.

Environmental Conditions

The incumbent is located in a pleasant instructional atmosphere. During field camp courses, the incumbent will be exposed to conditions including extreme cold and other weather conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will need to travel between various College locations occasionally. Therefore travel by winter road and/or small aircraft will be required.

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, 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

Typically, the above qualifications would be attained by:

- A Bachelor's degree in Early Childhood Education, Child Studies or Education (Early Years/Primary focus)
- 3 years of experience in Early Childhood Education including diversity, children with special needs, and working with Indigenous communities
- 1 year of teaching adults in a community college and/or university
- 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.

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: Indigenous Language - Not Specified

☐ Required
☒ Preferred

CERTIFICATION

Title: Instructor, Early Childhood

Position Number: 91-14888

<hr/> Employee Signature <hr/> Printed Name <hr/> Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<hr/> Supervisor Signature <hr/> Printed Name <hr/> Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<hr/> Tom Weegar Deputy Head/Delegate Signature <i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	
<hr/> October 11, 2019 Date	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.