

## IDENTIFICATION

Department	Position Title	
Aurora College	Program Head, Health Programs	
Position Number	Community	Division/Region
91-16301	Yellowknife	Education & Training

## PURPOSE OF THE POSITION

The Program Head, Health Programs is responsible for the academic and administrative leadership and direction for various Health Programs college-wide. The incumbent is also responsible for instructing and evaluating theory and/or practicum courses related to Health and Human Services programs and leading curriculum development/revision as required. The Program Head oversees program marketing, scheduling, delivery, reporting, and budgeting for this program. The incumbent is responsible for leading the recruitment, evaluation, and management of students and faculty for these programs. The incumbent manages and maintains a learning environment, which is conducive to providing the highest level of education possible within the specific program area.

## SCOPE

Reporting to the Chair, School of Health and Human Services, the Program Head makes a significant college-wide contribution to the School of Health and Human Services program. The incumbent has a direct and indirect impact on instructors and students enrolled in these programs. The incumbent must develop and deliver quality programs and courses to a broad client base, while maintaining the appropriate diversity for the range of student needs.

The Program Head is responsible for strategic direction and program planning, promotion, recruitment, delivery, evaluation, budgeting, and program related reporting. The incumbent oversees, plans and identifies instructor workloads to ensure various program delivery needs are met and academic standards and integrity are upheld. The Program Head works directly with the Chair, Health and Human Services on the strategic planning and delivery of the Health and Human Services Programs college-wide. The incumbent is responsible for promoting a positive image of the College and ensuring quality delivery of programs. The Program Head acts as the representative for these programs college-wide and as a liaison with other campuses, institutions, and organizations. As part of the College team, the Program

Head is required to complete, and ensure that all faculty complete, a variety of non-instructional duties that may be required to attain the goals of Aurora College. The Program Head represents Aurora College and the School of Health and Human Services on both internal and external committees related to program delivery, curriculum, accreditation, and partnerships.

The Program Head directly and indirectly consults with and supports the work of the instructional staff and fosters the development of teamwork college-wide. The incumbent also fosters an environment, which is supportive of student learning and scholarship, and strives for student satisfaction. The Program Head encourages instructors to be innovative in approaches to teaching and learning. The Program Head attends to human resource matters jointly with the Chair, School of Health and Human Services, affecting recruitment and replacement of instructors, as well as the orientation, training, and professional development of instructors, the development of job descriptions, and the performance planning and appraisal of instructional staff.

The Program Head has instructional responsibilities and develops and delivers quality programs and courses and promotes positive career development of students, within communities of the Northwest Territories. The incumbent conducts program related needs assessment and delivers and evaluates programming to meet those needs. As the lead instructional staff for the School of Health and Human Services Programs, the incumbent is responsible for ensuring student counseling and student success programming is available and bylaws and policy and procedures for academic and non-academic matters are upheld.

Instruction can be scheduled in a number of ways depending on the particular delivery approach of the course and/or program (e.g. semester, block, distance delivery, evening). The incumbent will 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 program being taught. The Program Head must instruct, and ensure that all faculty instruct in order to meet defined and detailed instructional objectives and program standards. Those standards are often imposed by relevant external accreditation organizations, associations, agencies government departments, and/or boards. The incumbent is required to complete ongoing professional development and maintain certifications and licenses as required by the Collective Agreement and program needs. The incumbent must also maintain currency of knowledge and expertise through regular professional development, work experience, and study.

The Program Head is required to coordinate, lead, and attend regular program meetings, and report regularly to the Chair, School of Health and Human Services on student progress, faculty issues, and program delivery. The Program Head seeks input and supports from program faculty to lead program and course curriculum development and revision. The Program Head works collaboratively with the Chair, School of Health and Human Services on relationships with institutional partners and accreditation particularly related to program delivery college-wide.

The Program Head, Health Programs is directly responsible for program budgets of between \$250K and \$1.5 million annually, which includes O&M, staff, and programs. The Program Head works collaboratively with the Chair, School of Health and Human Services on budget

development, monitoring, and reporting.

## **RESPONSIBILITIES**

### **1. Provide and direct overall academic program leadership college-wide.**

- Develop and direct program delivery in collaboration with faculty and other applicable staff college-wide.
- Oversee development of schedules and instructor workloads in collaboration with other program leaders and staff.
- Develop short and long-term program plans in consultation with Chair, School of Health and Human Services.
- Develop partnerships and collaborative supports for program and students.
- Lead curriculum development, review, and revision.
- Review and approve course syllabi for courses within program to ensure consistency of academic standards.
- Address staff and student issues/concerns proactively and constructively.
- Ensure program standards are met which include incorporating occupational and safety and internal and external (college and professional; territorial and national), standards as applicable.
- Ensure curriculum is relevant and appropriate for the NWT, Canada and globally as applicable.
- Oversee the scheduling of courses to ensure optimum instructor, resource and equipment utilization.
- Contribute to student satisfaction by ensuring quick response to student complaints, concerns, and suggestions and ensure student surveys/evaluations are completed for each course/program.
- Provide students with academic counseling, tutoring, and discipline.
- Works with educational partner institutions and departments regarding student matters, transferability, and delivery of partner courses.
- Ensure that all relevant College bylaws, policies and procedures are followed appropriately.
- Maintain knowledge of current developments and trends in post-secondary education and program area.
- Determine college-wide program institutional requirements and identify appropriate institutional needs jointly with Chair, School of Health and Human Services and other appropriate staff.
- Collaborate with student services staff such as counselors, tutors, registrar, finance, and residence to ensure supports are available for all program students.
- Ensure support services and other resources necessary for effective teaching is available to faculty and recommend purchase of library resources and other resources relevant to program.

### **2. Manage and supervise instructional faculty.**

- Attend to human resource matters jointly with Chair, School of Health and Human Services and support the faculty in the School of Health and Human Services programs including staffing and progressive discipline.
- Review and approve faculty professional development and work plans.

- Define and detail instructor, and where required, senior instructor qualifications for School of Health and Human Services Programs.
- Recruit, hire, supervise, and evaluate program instructional faculty.
- Support the work of instructional staff and foster teamwork.
- Encourage program faculty to liaise with and support faculty at other campuses and community learning centres.
- Prepare and present college-wide program faculty orientation and other training sessions.
- Monitor program delivery and assist faculty to utilize effective instructional methods and be innovative with curriculum development.
- Ensure regular, thorough evaluation of the instruction and instructional methods used in the programs.

**3. Provide administrative direction of programs.**

- Manage budget, variance reports, and O&M for program delivery.
- Jointly manage School of Health and Human Services programs and other related programs in collaboration with other Program Heads and School Chairs.
- Strategically plan for and acquire facilities, resources and equipment for program delivery.
- Oversee procedures and standards for students seeking admission to the program.
- Work with Registrar on processes and issues related to admissions, registrations, dismissals, terminations, transfer credit, transcripts and completions.
- Review and acquire recommended course materials and supplies.
- Provide pertinent information for new initiatives as required.
- Prepare funding proposals and secure funding for new initiatives.
- Develop proposals, reports, briefings, contracts, agreements with other agencies, departments, partners, and institutions as related to program delivery in collaboration with the Chair, School of Health and Human Services.
- Negotiate and manage agreements, contracts, and partnerships with other institutions, organizations and departments.
- Write annual review report for program and other appropriate reports as necessary in collaboration with the Chair of Health and Human Services.
- Develop and maintain effective communication with faculty, other programs, other campuses, and the Aurora College community as a whole.
- Organize, plan, and lead regular program meetings building teamwork with all program faculty college-wide.
- Organize, lead and participate in Aurora College committees and various ad hoc committees, teams, and task forces.
- Liaise with community organizations, agencies, stakeholders to build positive partnerships.
- Lead program marketing and promotion in consultation with other program leadership.

**4. Instructs in assigned courses.**

- Plan courses lessons and learning activities.
- Prepare syllabi and lesson plans.

- Deliver/instruct content using appropriate and varying instructional methods including distance education approaches as applicable.
- Develop/prepare instructional material.
- Develop and revise course resources to ensure content is relevant, current, and meets professional and occupational standards.
- Maintain adherence to program objectives and accreditation standards.
- Present content which accurately reflects the cultural, political, social and environmental realities of the NWT, Canada and globally as applicable.
- Provide academic counseling and tutoring.
- Develop, revise, update and administer evaluation instruments to monitor student progress and to provide feedback.
- Develop and maintain individual learning plans for students as needed.
- Assist other faculty and regional programs as needed.
- Plan, implement, supervise and ensure safety of student learning in classrooms, culture camps and practicums.
- Ensure learning environments comply with all regulations, requirements, and laws consistent with all applicable safety, workplace, and environmental standards.

**5. 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 to enhance instruction including distance education modalities as applicable.
- Lead and participate on College course and program committees along with participating on practice partner committees.
- Develop, review and revise program and course outlines, syllabi and lesson plans.
- Collaborate with third-parties to develop uniquely tailored learning experiences, courses, and programs.
- Support instructional faculty to develop and routinely revise course materials.

**6. Undertake administrative tasks related to the delivery of instructional activities.**

- Complete reports as required such as student progress, registration, and course reports.
- Ensure program faculty comply with and apply College bylaws, policies and procedures and Collective Agreement.
- Recommend and acquire material, equipment, supplies and resources for student instruction.
- Review and acquire recommended program/course materials, books, supplies, equipment and other resources.
- Ensure program faculty maintain student records/files, as appropriate, including attendance, correspondence, and evaluations.
- Coordinate and ensure instructors undertake instructional administrative tasks.

**7. Promote Aurora College activities, maintain public relations and market program activities.**

- Organize events and presentations that promote Aurora College and the program.

- Select and prepare materials for local and territorial career fairs.
- Assume other tasks, including assistance with promotional activities.
- Attend convocation and completion ceremonies.
- Coordinate and attend College and program team-building functions.
- Encourage instructors to promote Aurora College and maintain public relations.

## **8. College service.**

- Lead and attend regular and ad hoc program committee meetings, along with general staff meetings.
- Assist other faculty and programs as required.
- Undertake special projects to support adult learning in the community and through the College.
- Participate in institutional service assignments as applicable.
- Encourage program faculty to participate in institutional service assignments as applicable.

## **WORKING CONDITIONS**

### **Physical Demands**

There are physical demands associated with working on one's feet. The practical nature of this position may require the incumbent to be involved with lifting heavy objects daily for up to half an hour such as boxes of books. The incumbent may be required to instruct in practicum settings that require more physical exertion related to the roles and responsibilities of the health care provider and the specific setting. The practical nature of instruction may require the incumbent to lift and support clients or stand in awkward positions while performing and/or teaching, and/or other intensive physical exertion related to the nursing profession. In the practice setting, the majority of the incumbent's time will be spent standing for long periods supervising students as the students provide direct client care.

### **Environmental Conditions**

The incumbent is located in a pleasant instructional atmosphere. During instruction in hospitals and other practice facilities, the incumbent will be exposed to potential communicable diseases, blood and body fluids, hazardous materials that can result in potential health risk to the incumbent.

### **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.

### **Mental Demands**

The incumbent is 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. Therefore, travel by winter road and/or small aircraft is sometimes required. The

incumbent may be exposed to mental challenges stemming from the requirement to deal with emergency medical conditions while instructing in hospitals and other health facilities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and skills in program-relevant areas of study, theory, and practice.
- Knowledge of post-secondary program delivery, scheduling, management, and leadership.
- Demonstrated ability in human resource management, team building and educational leadership.
- Skills in budgeting, financial and budget management and administration.
- Organizational skills including project and program planning, management, leadership and delivery.
- Skill in leadership, team-building, mentoring, and motivation in order to maintain faculty morale and a high level of performance.
- Knowledge of research methods and needs assessments to investigate program enhancement, improvement and revision.
- Skill in persuading, influencing, listening, academic counseling, and facilitating or initiating change.
- Comprehensive knowledge of specific subject matter and instruction of same.
- Ability to manage program instructional faculty.
- Detailed theoretical and practical understanding of specific subject matter of instruction and broad understanding of overall program subject matter.
- Ability to manage, lead, and facilitate change.
- Ability to innovate and initiate new curriculum, teaching methods, and policy.
- Knowledge of adult education theory, program design, development, management, delivery, and evaluation.
- Skill in creative, critical, and analytical thinking to monitor programs and results as well as program budgets.
- Knowledge of adult instructional methods, program/project development and management, needs assessment and curriculum development.
- Knowledge of all applicable laws, acts, regulations, rules, policies, guidelines, requirements, Collective Agreements and codes in specific subject matter of instruction.
- Knowledge of computer programs such as: word processing, spreadsheet, database, e-mail, PowerPoint and Internet programs.
- Knowledge of northern culture, cross cultural processes, communities 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.
- 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.
- Ability to research and update course materials and delivery methods to maintain current programs.

- Ability to be adaptable and flexible in teaching approach.

### **Asset**

- A thorough understanding of Indigenous and Northern education issues.
- Courses or certification in Adult Education, or equivalency.

### **Typically, the above qualifications would be attained by:**

- Completion of a Master's Degree in Nursing/Education or related field
- 3 years' experience in the field of Nursing or related health field
- 2 years' supervisory experience
- 3 years' instructional experience in the field of Nursing or related health field
- 2 years' experience in program development and research in the field of Nursing or related health field
- Current registration or ability to be registered with applicable professional body (e.g., Registered Nurse with the Registered Nurses Association of NT/NU)

### **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