

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Aurora College	Instructor, Climate Change	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
91-17554	Yellowknife	Education & Training

## **PURPOSE OF THE POSITION**

The Instructor, Climate Change is responsible for the development, delivery, and evaluation of training related to climate change for Aurora College programming. Working with an Advisory Committee, the incumbent will take input from employers in multiple sectors across the territory to understand capacity gaps and training needs, and develop climate change courses, microcredentials and other learning opportunities to support these gaps. The incumbent will be a subject matter expert in climate change adaptation and planning. They will evaluate and compile existing curriculum, develop learning and assessment activities, and instruct pilot versions of the courses. They will also lead evaluations and update the courses as required, based on feedback.

## **SCOPE**

This position is based out of the North Slave Campus in Yellowknife and reports directly to the Chair, Arts and Science. They will also work closely with an Advisory Committee, including representation from Aurora College, GNWT, Indigenous governments, non-governmental organizations and industry, which is helping steer the project.

They will identify and engage with Subject Matter Experts and employers from relevant sectors in the territory to support a User Needs Assessment process. They will work as part of a team to carry out the User Needs Assessment and will be an active participant in evaluating the results to identify capacity gaps, priorities and opportunities for training and course development. They will describe learning outcomes to address the prioritized capacity gaps.

As a Subject Matter Expert, they will bring their knowledge and skills to review existing Climate Change training materials and develop course materials and resources. They will work with Subject Matter Experts to gather appropriate curriculum and resources for sector-specific content related to climate change. The incumbent will instruct in climate change and related science courses for the remediation microcredential and other baccalaureate

programs. The incumbent will carry out an evaluation after each course delivery and make any updates required.

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 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 courses. 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.

The incumbent is required to attend regular program meetings with external partners and report regularly to their supervisor on program development progress. As part of the College team, they are also required to complete a variety of non-instructional duties that may be required to attain the goals of Aurora College.

## **RESPONSIBILITIES**

### **1. Supports climate change course development**

- Initiate and maintain contact with a broad sample of employers in the territory including Indigenous governments and businesses, community and territorial governments, and industry to ensure their needs are incorporated into program development
- Support a Needs Assessment to identify climate change capacity gaps
- Work with the Advisory Group to identify priorities for course and training development
- Develop learning outcomes and course outlines for climate change courses, microcredentials and/or other learning opportunities based on priorities
- Consult with subject matter experts to support course development including professional, Indigenous Knowledge advisors, and educational resource people.
- Identify and support opportunities to obtain and incorporate Indigenous Knowledge and perspectives into course development in collaboration with the project team

**2. Develops climate change course materials**

- Review existing climate change resources and materials for suitability and integration within climate change courses
- Create learning resources for climate change courses
- Work with an Instructional Designer and contractors to create a variety of effective media for inclusion in both in-person and on-line deliveries
- Create engaging lesson plans and assessments
- Gather feedback from evaluations to improve course outcomes and engagement

**3. Instructs climate change courses and microcredentials**

- Plan, implement, and supervise student learning in classrooms
- Deliver/instruct content using appropriate and varying instructional methods
- Develop/prepare instructional material
- Maintain adherence to program objectives, course learning outcomes, and accreditation standards if applicable
- Present content which accurately reflects the cultural, political, social and environmental realities of the NWT and Canada
- Provide academic counseling and tutoring when required
- Administer evaluation instruments to monitor student progress and to provide feedback
- Assist other faculty and regional programs as needed
- Ensure learning environments comply with all regulations, requirements, and laws consistent with all applicable safety, workplace, and environmental standards

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

- Participate on College program, course and curriculum committees
- 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
- Maintain student records/files, as appropriate, including attendance, correspondence, and evaluations

**5. Promote Aurora College and climate change programs, maintain public relations and market program activities**

- Work with Aurora College Marketing and Communications to develop and implement a marketing and communications plan to promote climate change and related programs
- Select and prepare materials for local career fairs
- Organize events and presentations that promote the program and Aurora College
- Assume other tasks as may be initiated from time to time, including assistance with College promotional activities

## **6. College and program service**

- Attend graduation, convocation, and completion ceremonies
- Attend College team-building functions
- 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

## **WORKING CONDITIONS**

### **Physical Demands**

Instructors are required to be on their feet for up to 80% of their working day.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent may need to travel between various College locations and may be away from home for extended periods (1-2 weeks) of time while teaching in other communities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Theoretical and practical understanding of climate change science, vulnerabilities, adaptation
- Experience developing and coordinating climate change projects
- Experience coordinating meetings and focus groups
- Ability to research and adapt materials to support program development
- Experience and practice in innovative curriculum delivery methods
- Knowledge of in-person and on-line instruction
- 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, 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
- Proven organizational skills
- Interested and able to be involved in progressive, relevant, and ongoing, professional development activities as these activities are a required part of the profile of an instructor
- Ability to be adaptable and flexible in teaching approach and environment
- Understanding of Indigenous and Northern education issues
- Experience working with a board of directors or Advisory groups
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A Master's Degree in climate science, environmental science, northern studies, or a related field and two years' experience in climate change programming.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

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.

**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