

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
70-12307	Instructor, Nunavut Teacher Education Program, Language and Culture	Program Manager of Teacher Education Programs #70-7061

Department	Division/Region	Community	Location
Nunavut Arctic College	Baffin Region	Iqaluit	235

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2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

Reporting to the Program Manager of Teacher Education Programs, the incumbent is responsible for the development, delivery and evaluation of courses and programs for student teachers registered in the College's Teacher Education Program or Foundation Year initiatives as assigned by the Director of Education Programs. Program delivery will be in Iqaluit or at various field locations throughout Nunavut.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

The Nunavut Teacher Education Program is offered in partnership with the Faculty of Education, University of Regina. Instruction is provided by College faculty who are approved by University of Regina. Where possible, faculty will be bilingual in Inuktitut and English and Bilingual Programs will be offered.

Instructional staff to meet the multi-faceted training needs of students is required.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Develops and delivers instruction as required to meet student needs and the standards established by the College/ University of Regina by:

- preparing course syllabi;
- delivering lessons using a variety of instructional strategies;
- modelling exemplary teacher behaviours in preparation and delivery of course materials and content;
- recommending curriculum revisions;

- identifying additional learning tasks/objectives;
- researching, reviewing and recommending resource materials to implement or enhance the program or courses;
- preparing hand-outs that are developed at the students' reading level;
- assuring that training materials are consistent with latest and most current theories and knowledge;
- providing opportunities for student evaluation of course content and instructional quality;
- maintaining a record of all course outlines and material used in course/program delivery;
- working closely with guest lecturers or contractors to help prepare them for delivery of the course, workshop or module;
- developing and administering materials for student evaluation;
- encouraging student assessment of their own progress;
- ensuring instruction meets the professional standards of Nunavut Arctic College;
- helping individuals to recognize and understand personal needs, values, problems, alternatives and goals;
- assessing students' performance of skills before, during and after training;
- travelling to other communities for course delivery and related purposes when required;
- delivering courses outside the (traditional) 8:30 to 17:00 time period when necessary;
- He/she will also be expected to teach a number of courses outside of the specialization, as well as participate in practicum organization and evaluation.
- arranging and supervising practicum;
- Maintaining ongoing communications with School Principal and teachers.

Assists in on-going growth and development of the Program by:

- participating in Program, Department or College committees as required;
- maintaining all course correspondence, attendance, progress reports and course marks;
- regularly meeting with, counselling and supporting students;
- referring students to counselling services for help with personal or financial problems, or for extra guidance regarding time management and study skills;
- making recommendations to the principal regarding improvements and ongoing development and enhancement of the program;
- fulfilling supplementary duties related to overall program delivery (ie: student admission interviews) as assigned by the Principal;
- assisting the Principal in the orientation of new instructors and explaining new work methods and procedures to colleagues;
- preparing student attendance, progress and program activity reports as required;
- maintaining inventory of classroom hardware and software;
- ensuring program's equipment is in working order and submitting work orders for repair when required;
- maintaining security and safety of the assigned instructional area;
- assisting in the recruitment and selection of students.

Maintains and upgrades professional knowledge and skill through:

- professional reading;
- in-servicing workshops, seminars;
- meeting with other Nunavut Teacher Education Program staff;
- meeting with other College staff;
- meeting with School Operations staff, especially school/teaching staff.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

Required skills and abilities include a Bachelor of Education as a minimum, plus

- planning and organizing education program activity for adult learners;
- instructional skills in adult education and or experience in teacher training and or teaching in schools;
- computer literacy;
- fluency in Inuktitut and/or Inuinnaqtun, oral and written;
- For community-based instructor positions, characteristics such as strong communication skills, flexibility, good organization and ability to work independently are assets.

The preferred candidate should possess:

- a Master's degree in a discipline appropriate to program offerings;
- instructional experience at the elementary level; experience in the instruction and supervision of adult learners;
- experience in personal counselling;
- cross-cultural experience, preferably in the North;

Equivalencies may be considered.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Due to the complexities of operating in a cross cultural setting the work may create physical and mental stress. The normal means of travel is by walking or snowmobile as there is no public transport system and only a few taxis. Program supplies may have to be carried from the post office or airport and unpacking and packing of supplies by the instructor is normal.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Travel by small aircraft is a requirement of this position.
The applicant must also be prepared to travel to other communities for periods of up to 20 days, two to three times a

year.

The incumbent will have low levels of control of negative factors in the working environment when problems occur.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

There are no serious sensory demands.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

During peak planning and delivery periods, the incumbent can expect extensive pressure related to a variety of programming requirements and reporting deadlines. The incumbent must use effective organizational measures to meet demands.

High levels of stress will be encountered in counselling students as the nature of the problems presented by students will exceed the bounds of academic or professional studies and the incumbent will be dealing with matters of a significant emotional nature. Due to the complexities of operating in a bilingual/bicultural setting the work may create physical and mental stress. The incumbent will have low levels of control of negative factors in the working environment when problems occur.

On-going communication with agencies, program staff and staff from other institutions promotes a positive working environment and serves to reduce stress.

7. CERTIFICATION

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Employee Signature	Supervisor Title
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Printed Name	Supervisor Signature
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Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Deputy Head Signature	
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Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

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