

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
See Appendix	Adult Educator	Coordinator, Community Programs	
Department	Division/Region	Community	Location
Nunavut Arctic College	Community & Distance Learning/Various	See Appendix	Community Learning Centre

## 2. PURPOSE

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

The Adult Educator is the senior College staff member at the community level and is responsible for planning, organising, delivering, and evaluating educational programming for adults in the community through Nunavut Arctic College. The adult educator provides instruction and instructional support, identifies and documents adult learning needs in the community as well as manages and maintains the learning environment at the Community Learning Centre.

The Adult Educator co-ordinates the delivery of programs within the objectives and policies of Nunavut Arctic College and the needs as outlined by the community. This includes assisting and supporting the provision of community-based post-secondary services.

## 3. SCOPE

### **Describe in what way the position contributes to and impacts on the organization.**

The position is responsible to the adult population of the community and works with various individuals, organisations, companies and government departments in the community in order to determine and provide adult education and training. The adult educator provides direct supervision of the janitor, supports casual staff, manages program delivery, provides educational and career counselling services, ensures building maintenance and operation, recommends budget expenditures, and conducts all aspects of an annual training needs assessment. The position is expected to teach from a range of adult basic programming, which may include literacy, essential skills, basic education, and academic readiness. The position must enhance the education and training provided in the community, assist people in deciding their education and training needs and help them apply for and obtain the identified education and/or training.

## 4. DUTIES AND RESPONSIBILITIES

### **Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.**

The position directs the operation of adult education and training at the community level.

#### **1. Identifies and documents adult education needs by:**

- Assessing community training needs through formal research, feasibility considerations, consultation and liaison with employers and community groups and representatives;
- Assisting in the development of program proposals for financial support from third party funding sources;

- Assisting in the preparation of training plans for community organisations, researching availability of curriculum and resources from Nunavut Arctic College to meet identified needs;
  - Maintaining student and program activity reports for community learning centre archives.
- 2. Develops and provides instruction and instructional support by:**
- Arranging and/or instructing adult basic education programs as prescribed by community and individual needs;
  - Arranging and conducting workshops or courses to enhance the development of job-related or personal skills as prescribed by community groups and individual needs;
  - Working with other campus program staff to plan and co-ordinate the delivery of part-time credit courses or programs;
  - Ensuring Nunavut Arctic College academic standards are maintained;
  - Providing orientation and instruction to new staff on curriculum standards, methods of instruction and use of equipment;
  - Providing space for community-based learning and training activities;
  - Evaluating student performance within College standards.
  - Participating in Nunavut Arctic College professional development activities;
  - Making pedagogical decisions of professional nature, e.g., selection and utilization of learning materials, grading, reports, etc.
- 3. Manages Learning Centre staff and courses by:**
- Recruiting community-based term and casual staff for programs and courses;
  - Directly supervising and supporting the Janitor of the Community Learning Centre;
  - Creating and maintaining a schedule of duties for the Janitor and ensuring it is carried out;
  - Conducting an annual performance review with the Janitor;
  - Providing employee information and resumes for casual staffing actions (CSA/RESA);
  - Forwarding completed casual time sheets;
  - Maintaining staff attendance for human resources;
  - Conducting staff meeting and establishing work schedules;
  - Providing orientation to new casual staff on curriculum standards, methods of instruction, use of equipment, and reporting requirements;
  - Providing direction for staff delivering extension courses within the community;
  - Conducting informal staff evaluations of local staff;
  - Ensuring all students are properly assessed and registered;
  - Researching and recommending the purchase of learning resources for program.
- 4. Manages administrative functions of the Centre by:**
- Maintaining records of expenditures related to Purchase Orders;
  - Maintaining an efficient system of ordering supplies;
  - Proposing annual budget expenditures for Operations and Maintenance and for community activities;
  - Maintaining and submitting to supervisor an annual inventory of fixed assets;
  - Collecting course fees where applicable;
  - Maintaining a filing system of student records, programs, funding agencies, and all relevant information pertaining to adult education;
  - Preparing and submitting monthly reports and a final program report to supervisor;
  - Arranging for evening building security if required
  - Notifying staff and students of course cancellations and closures of the Community Learning Centre;
  - Following procedures to ensure all equipment, property and building are maintained and in good repair;
  - Submitting student attendance reports to the funding agency and Registrar as required;
  - Collaborate with supervisor and Campus staff to deliver credit courses and programs;
  - Submitting to Registrar all necessary documents for the student record system;
  - Reporting, verbally and in writing, to supervisor as required;
  - Ensuring proper building maintenance and operation.

**5. Provides counselling services to adult students by:**

- Counselling individuals for academic and career development;
- Compiling and maintaining a resource library on training and career opportunities;
- Referring students to specialised counselling available through the College or other agencies;
- Providing academic and vocational information for existing and potential adult students;
- Writing letters of reference/support to sponsoring agencies or for student applications.

**6. Promotes Nunavut Arctic College activities by:**

- Advertising Nunavut Arctic College community and regional courses and programs;
- Promoting and organising events for Nunavut Arctic College week;
- Selecting and preparing materials for local career fairs;
- Providing liaison for external organisations and companies which impact community training and employment;
- Awareness of current Nunavut Arctic College offerings at campuses throughout the College system and advising students and centre staff on educational opportunities;
- Supporting continuous learning throughout the community.

Undertakes special projects to support adult learning in the community through the Nunavut Arctic College as assigned or supported by the supervisor.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

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

**Contextual Knowledge:**

- Proficiency in the subjects of mathematics, English and/or Inuktitut, science, social studies.
- Knowledge of adult learning and teaching as well as course delivery;
- Knowledge of instructional skills in a culturally responsive environment in adult education and teacher training; and
- Computer competence in the use of email, internet, common office software (MS Office Word & Excel), and multi-media equipment.

**Skills and Abilities:**

- Instructional skills in a culturally responsive environment in adult education to teach a variety of subjects;
- Demonstrated relationship and team-oriented interpersonal skills conducive to building strong relationships (with learners, CLC staff, student sponsorship representatives, as well as partnerships with local organizations, employers, etc. to promote and enhance Nunavut Arctic college programs);
- Ability to be open and willing to explore, design, and deliver new delivery models of instruction;
- Ability to plan and organize educational program learning experiences for adult learners; and
- Ability to use technology in teaching and learning experiences.

**The ideal candidate will have:**

- A high school diploma
- A Certificate in Adult Education;
- A minimum of one full academic year of teaching experience as an adult educator in a post-secondary setting;
- Oral and written fluency skills in English and/or Inuktitut.

**Assets:**

- Ability to speak and write more than one of Nunavut’s official languages is an asset;
- Experience applying adult education techniques in a relevant field (Adult Basic Education, ESL, Aboriginal Languages, Life Skills) is an asset;
- Experience in educational/career/personal counselling with demonstrated cultural sensitivity is an asset;
- An understanding of Inuit Cultural Traditions would be a definite asset; and
- Experience in supervision and/or leadership is an asset.

**Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements may be considered.**

**This is a position of trust. The position will be responsible for the security of public property and/or assets; as such, the position is considered a position of trust and requires a clean Criminal Record Check.**

## **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 occurrence of physical demands, environmental conditions, demands on one’s senses and mental demands.**

### **Physical Demands**

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

A majority of the time is spent in the standing and/or sitting position with frequent opportunities to sit or move about.

Working alone necessitates maintaining the physical building. This physical work may include tasks such as unplugging toilets, assembling furniture, moving desks or other heavy objects, assembling and maintaining computer equipment, etc. May have to carry parcels from the post office, lift and move heavy items. In addition, the incumbent may be responsible for some snow removal outside the building.

May be expected to participate in events such as community field trips and trips on the land.

### **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 disrupt regular work schedules and travel requirements.**

There are no serious environmental conditions except in older, poorly constructed and ventilated Community Learning Centres. Work is performed in a typical office/teaching setting.

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**Sensory Demands**

**Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.**

Awareness of cross-cultural differences in terms of communication styles may be necessary if the instructor is of a different culture. Instructors must be cognitive of and sensitive to the classroom dynamics.

Concentration is required when researching and/or writing educational materials and reviewing/correcting student submissions.

**Mental Demands**

**Indicate conditions that may lead to mental or emotional fatigue.**

During peak planning and delivery periods, the incumbent can expect extensive pressure related to a variety of programming requirements and reporting deadlines. 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 will be dealing with matters of a significant emotional nature. Due to the complexities of operation in a bilingual/bicultural setting, the work may create physical and mental stress. The position will have low levels of control or negative factors in the working environment when problems occur.

Stress will be encountered as the adult educator may be the sole representative of the College within the community and is expected to be a role model both professional and personally. The position must work in geographic isolation without immediate support. The position will experience pressure as the adult educator must also represent the interests of both the community and the College, which can create complex expectations and demands.

Ongoing communication with supervisors, agencies, program staff, and staff from other College departments promotes a positive working environment and serves to reduce stress.

### 7. CERTIFICATION

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

### 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”.**

### 9. Appendix

**GOVERNMENT OF NUNAVUT**

**JOB DESCRIPTION**

<b>Position</b>	<b>Community</b>	<b>Supervisor</b>	<b>Distribution Code</b>
70-04273 Adult Educator	Sanikiluaq	70-3728 Coordinator, Community Programs, South Baffin	
70-02940 Adult Educator	Pangnirtung	70-3728 Coordinator, Community Programs, South Baffin	
70-02193 Adult Educator	Kinngait	70-3728 Coordinator, Community Programs, South Baffin	
70-02938 Adult Educator	Qikiqtarjuaq	70-3728 Coordinator, Community Programs, South Baffin	
70-02939 Adult Educator	Kimmirut	70-3728 Coordinator, Community Programs, South Baffin	
70-04292 Adult Educator	Iqaluit	70-3728 Coordinator, Community Programs, South Baffin	
70-02937 Adult Educator	Arctic Bay	70-01814 Coordinator, Community Programs, North Baffin	
70-00409 Adult Educator	Igloolik	70-01814 Coordinator, Community Programs, North Baffin	
70-03848 Adult Educator	Sanirajak	70-01814 Coordinator, Community Programs, North Baffin	
70-02936 Adult Educator	Clyde River	70-01814 Coordinator, Community Programs, North Baffin	
70-04274 Adult Educator	Resolute Bay	70-01814 Coordinator, Community Programs, North Baffin	
70-03327 Adult Educator	Pond Inlet	70-01814 Coordinator, Community Programs, North Baffin	
70-07815 Adult Educator	Grise Fiord	70-01814 Coordinator, Community Programs, North Baffin	

70-02955 Adult Educator	Rankin Inlet	70-07004 Coordinator, Community Programs, Kivalliq	
70-04453 Adult Educator	Chesterfield Inlet	70-07004 Coordinator, Community Programs, Kivalliq	
70-01491 Adult Educator	Arviat	70-07004 Coordinator, Community Programs, Kivalliq	
70-01817 Adult Educator	Coral Harbour	70-07004 Coordinator, Community Programs, Kivalliq	
70-12183 Adult Educator	Whale Cove	70-07004 Coordinator, Community Programs, Kivalliq	
70-02149 Adult Educator	Naujaat	70-07004 Coordinator, Community Programs, Kivalliq	
70-02954 Adult Educator	Baker Lake	70-07004 Coordinator, Community Programs, Kivalliq	
70-02943 Adult Educator	Cambridge Bay	70-06533 Coordinator, Community Programs, Kitikmeot	
70-07026 Adult Educator	Gjoa Haven	70-06533 Coordinator, Community Programs, Kitikmeot	
70-02942 Adult Educator	Kugluktuk	70-06533 Coordinator, Community Programs, Kitikmeot	
70-02950 Adult Educator	Taloyoak	70-06533 Coordinator, Community Programs, Kitikmeot	
70-11994 Adult Educator	Kugaaruk	70-06533 Coordinator, Community Programs, Kitikmeot	