



OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

JOB DESCRIPTION

Position Title: PART TIME INSTRUCTORS

Reports To: ACADEMIC DIRECTOR

PURPOSE

The Part-time instructors will teach various courses to post-secondary students using teaching models that will engage, mentor and support students to achieve their education goals. The Instructor will also adhere to the administrative requirements of Oshki-Pimache-O-Win and partnership institutions.

SCOPE

Reporting to the Academic Director, Part-time Instructors are responsible for course curriculum preparation/developing, blending stand-up and distance education teaching to meet expected outcomes, developing and evaluating assignments and tests, and submitting marks in the required time frame. The Instructor will also provide encouragement, promote confidence in students and inform appropriate staff of any issues that arise that may affect their learning goals.

MAJOR RESPONSIBILITIES

- › Advise/encourage students to use the post-secondary support systems that are in place at Oshki-Pimache-O-Win.
- › Provide resource materials that will assist students with time-management and study skills while at Oshki-Pimache-O-Win.
- › Prepare teaching curriculum in accordance to course hours/syllabus.
- › Inform students of expectations while attending Oshki-Pimache-O-Win.
- › Present grading system to students on 1st day class.
- › Submit grades to the Program Coordinator within the required timelines of the partner institutions.
- › Advise the Program Coordinator of any academic/attendance issues that may arise throughout the semester.

QUALIFICATIONS

Education & Experience

- › Completion of a post-secondary program, preferably in Business Administration, Education or Humanities, appropriately aligned with the subject matter of the course being delivered
- › 2 to 3 years of teaching experience
- › A background in an education setting would be a definite asset
- › The instructor must be able to incorporate different teaching models to accommodate different learning styles

Required Knowledge & Skills

The incumbent must have proficient knowledge in and be able to demonstrate the following skills:

- › ability to research, develop, and plan programs
- › strong mentoring and coaching skills
- › an understanding of First Nation culture and an appreciation for the needs and challenges faced by First Nations post-secondary students
- › advanced computer skills including the ability to operate spreadsheets and word processing programs at a high proficiency level
- › fluency in either Ojibway or Cree would be an asset.

Developed Competencies

The incumbent must also demonstrate success in the following areas:

- › Excellent team leadership and supervisory skills to ensure successful outcomes
- › Strategic thinker; able to anticipate student learning needs and plan for the future
- › Superior verbal and listening communication skills to deal with sensitive issues discretely and with tact
- › Effective written communication skills
- › Outstanding judgment, problem solving and decision making abilities

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- › strict adherence to confidentiality
- › honesty and trustworthiness
- › respect
- › cultural awareness and sensitivity
- › flexibility
- › self-motivation
- › team-orientation
- › diplomacy, tact, and sound judgment

CONDITIONS OF EMPLOYMENT

- › Ability to work flexible hours, evenings, and/or weekends as required
- › Ability to teach courses using a blended-delivery model
- › Ability to travel as required