



Seeking Instructor for Kwak-wala Language Course in Alert Bay

**Department**

Adult Basic Education

**Location**

Alert Bay-- Mt. Waddington Regional (MW)

**Appointment Start Date**

02-22-2016

**End Date (if applicable)**

05-27-2016

**Work Schedule**

Class start March 7th - May 27,2016. Work schedule TBD

25% position

**Position Summary**

PLEASE NOTE: "North Island College received special program approval by the BC Human Rights Tribunal to give preference to the hiring of a person of Aboriginal ancestry for this position."

North Island College is seeking a faculty member to provide instruction in KWA 096 - Introduction to Kwak'wala, during the period March 7th - May 27, 2016 (schedule to be determined). This instruction will take place at the Cormorant Learning Centre, Alert Bay.

The successful candidate will have proficiency with the Kwak'wala U'mista Orthography and an ability to work with fluent speakers in the language in order to facilitate learning.

The teaching faculty of North Island College are responsible for implementing the College's vision, goals, and objectives as they relate to teaching and learning. To carry out their teaching assignments, faculty use organizational skills, inter-personal skills, and their knowledge of subject matter, pedagogy, and curricular design. In addition, they have a responsibility to serve as role models for students and colleagues.

Posting Number 101091



The responsibilities and typical duties listed below constitute a generic job description for teaching faculty whose responsibility may be for the delivery of scheduled classes, the support of self-paced, on-line, and distance courses, and/or instruction and supervision in laboratories, practicums, shops, etc.

#### Position Competencies

- Creates a Positive Climate and Culture;
- Effective Communication Skills;
- Effectively Develops Goals & Objectives;
- Focuses Effectively on Key Results and Priorities;
- Demonstrates a Focus on Continuous Improvement;
- Interpersonal Effectiveness.

#### Duties and Responsibilities

##### 1.0 INSTRUCTIONAL

- To plan and prepare learning materials for instructional environments;
- To use a variety of approaches and materials, as appropriate, in order to address different learning needs;
- To teach in assigned subject areas and to include in courses, and in course outlines, all required subject matter or skill activity;
- To direct student learning in a positive, supportive, and caring environment;
- To be available to students regularly during scheduled office hours and classroom hours, to discuss their progress and other issues that influence their learning. (See Policy #3-03: Faculty Absence from Class - Cancellation of Classes);
- To clearly communicate in writing learning outcomes for programs and courses, and the way in which learners will be evaluated against those outcomes;
- To design and conduct evaluations or appraisals of students and to keep students informed of their progress;
- To submit grades in a timely manner, in accordance with Policy 4-15, -Reporting Final Grades;
- To maintain records of student enrolment and achievement and other records required by the College and affiliated agencies. At the end of employment with the College, to submit marks and student records to the department Chair.

##### 2.0 TYPICAL PROFESSIONAL DUTIES OF INSTRUCTIONAL FACULTY

- To be aware of, and to work within, College educational policies;
- To be aware of the Education and Strategic plans and to contribute to their development and assist in the achievement of its goals and objectives;
- To advise the Department Chair, within a reasonable time frame, of items that need to be ordered so that inventories of books, supplies, and equipment are adequate for the courses taught;
- To advise the Department Chair regarding enrolment management (recruitment and



retention) strategies for their areas of responsibility;

- To advise the Department Chair responsible, and the appropriate Administrator and/or Campus Health and Safety Committee, of any health and safety concerns and to assist, where possible, in rectifying the problem;
- To demonstrate knowledge of computer applications appropriate to the teaching environment;
- To maintain continuous professional development of competencies and qualifications as required in the appropriate discipline;
- To participate actively as a contributing member of the College community on College committees and other College-wide activities, where appropriate;
- To participate in department meetings and other department activities during normal working hours, when possible;
- To undertake other related responsibilities and duties which may be assigned by the College when course load permits.

#### Required Education & Experience

- Minimum of Bachelors Degree in related discipline;
- Masters Degree in subject area is highly desirable;
- BC Teaching Certificate or Provincial Instructors Diploma is highly desirable;
- Minimum three years of related experience preferably in a post-secondary setting instructing First Nations students.

#### Required Knowledge, Skills, & Abilities

- Ability to recognize and refer students with learning disabilities;
- Excellent interpersonal, oral and written communication skills, particularly in an inter-cultural learning environment;
- Proven instructional abilities, using creative and motivating approaches to stimulate learning;
- Orientation towards student learning;
- Excellent organizational and time management skills with the ability to plan and prioritize and efficiently meet deadlines;
- Proficiency with computer applications and word processing.

#### Special Instructions to Applicants

Please scan copies of your transcripts into one document for attachment. If your transcripts are not available at the time of application, please attach a letter or certificate of confirmation from the educational institution.

#### **Closing Date**

02-22-2016

Apply online at

[https://careers.nic.bc.ca/applicants/jsp/shared/search/SearchResults\\_css.jsp](https://careers.nic.bc.ca/applicants/jsp/shared/search/SearchResults_css.jsp)

Contact Caitlin Hartnett at 250-230-1084 if you have any questions.

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