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## **Employment Opportunity in Sioux Valley Instructor – Mature Student High School Diploma Program**

**Job Title:** Instructor

**Department:** Yellowquill University College

**Location:** Wicozani Centre, Sioux Valley  
Dakota Nation

**Hours:** Full-time Term

**Application Deadline:** May 30<sup>th</sup>, 2023 by 12:00pm (Noon)

### **POSITION SUMMARY:**

Yellowquill University College (YQUC) is hiring an Instructor to teach the Mature Student High School Diploma courses and will be responsible for providing instruction in the assigned classes to the students of Yellowquill University College in Sioux Valley. The Instructor shall perform the instructional duties and responsibilities associated with the delivery of all courses assigned. The Instructor will be responsible to the Coordinator/Counsellor of the Mature High School Diploma Program.

### **TERMS OF REFERENCE:**

The Instructor for the Mature Student High School Diploma program will provide services and responsibilities associated with the delivery of the assigned courses to Indigenous students seeking a Manitoba Department of Education recognized high school diploma. The program is flexible to the educational needs of the students. Students who are required take up to eight high school credits over ten months to achieve their high school diploma.

### **DUTIES & RESPONSIBILITIES:**

- Provide direct instruction in all assigned classes and supervise and provide instructional assistance for courses as assigned in accordance with provincial adult education principles
- Prepare curriculum in accordance with adult principles and college standards and in accordance with provincial standards where necessary
- Assist in planning of instructional timetables in conjunction with the Mature Student High School Diploma Program Coordinator
- Register students and provide advice on class selections
- Provide academic and career counselling to students as required
- Complete student history forms in each student file at the end of each term
- Develop course descriptions, using the YQUC template, for each course taught which includes general and specific objectives, course topics, goal, rationale, evaluation methods, texts and reference used, methods of delivery, the name, course number, and number of course hours.
- Submit attendance reports, mid-term, and final marks, and other reports as necessary, such as incident and progress reports, using the YC template, to the Mature Student High School Diploma Program Coordinator and the Director of the university college
- Recommend texts, resource, and reference materials and supplies as required for all classes taught for ordering

- Assist in administering assessment tests and the registration of students
- Participate in professional development activities related to the program
- Maintain an inventory of all instructional materials and equipment for each class taught and kept in office
- Assist in providing of information on college programs and in the promotion of the college at career events
- Attend and participate in all YQUC staff meetings and school events.
- Other duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Strong verbal, written, presentation, and interpersonal communication skills
- Excellent computer skills and experience working with Microsoft Office 365
- Experience using online communication platforms (Teams and Zoom)
- Ability to develop original and appropriate documents
- Ability to write and orally communicate clear instructions
- Ability to analyse and solve problems
- Ability to work efficiently as part of a team as well as independently
- Superior organizational, time management, and prioritizing skills
- Attention to detail in all areas of work
- Ability to work independently with minimal supervision

#### **QUALIFICATIONS:**

- A minimum of a Bachelor of Education degree
- A valid Manitoba teaching certificate
- Experience working in adult education with Indigenous students
- Excellent communication and interpersonal skills including the ability to work in a team environment
- Ability to work independently with minimal supervision

#### **CONDITIONS OF EMPLOYMENT**

- Clear Criminal Record and Child Abuse Registry Checks
- Valid Manitoba Drivers License and access to a reliable vehicle
- Ability to work overtime/travel when required
- Salary will be based on a combination of education and experience
- Start date will be as soon as possible

#### **Competition #: 202362**

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2760 Fax: 204-855-2131

Email: [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com)

We thank all those who apply, but only those selected for an interview will be contacted.