

Job Description: First Nation College Indigenous Education Assistant Instructor

Position: Indigenous Education Assistant Instructor

Term: August 1st, 2024 to July 31st, 2025

Location: First Nation College, Edmonton, Alberta, 18104 - 102 Street N.W.

Faculty: Indigenous Education Administration

Reports to: Dean of Academics

Salary: Commensurate with education and experience

Contact: For more information or to apply, email bryan@kapaweno.ca

Job Summary

The Indigenous Education Assistant Instructor will support the delivery of educational programs with a focus on Indigenous perspectives and practices. This role involves assisting lead instructors, providing academic support to students, and contributing to the development and enhancement of the Indigenous education curriculum.

Key Responsibilities

1. Instructional Support

- Assist lead instructors in the preparation and delivery of course materials.
- Support classroom activities, including group discussions, workshops, and hands-on projects.
- Provide supplementary instruction and tutoring to students as needed.
- Help develop and implement instructional strategies that integrate Indigenous knowledge and practices.

2. Student Assistance

- Offer academic support and mentoring to students, helping them navigate their educational journey.
- Assist students with assignments, projects, and exam preparation.
- Provide guidance on academic and career planning, encouraging students to set and achieve their goals.
- Maintain regular office hours to address student inquiries and concerns.

3. Curriculum Development

- Contribute to the development and enhancement of the Indigenous education curriculum.
- Assist in creating lesson plans, instructional materials, and assessment tools.
- Ensure that curriculum content reflects Indigenous cultures, values, and traditions.
- Participate in curriculum review and update processes.

4. Administrative Duties

- Maintain accurate records of student performance, attendance, and other relevant data.
- Assist in the preparation of reports and documentation required by the faculty and administration.
- Participate in faculty meetings, committees, and professional development activities.

- Support the coordination of events and activities related to the Indigenous Education program.
- 5. Community Engagement**
 - Foster relationships with Indigenous communities and organizations to support student learning and community involvement.
 - Facilitate opportunities for students to engage with Indigenous leaders and participate in community events.
 - Promote awareness and understanding of Indigenous cultures within the college and broader community.
- 6. Professional Development**
 - Engage in continuous learning to stay current with educational practices and Indigenous knowledge.
 - Attend workshops, conferences, and seminars related to Indigenous education.
 - Collaborate with colleagues to share best practices and innovative teaching methods
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- 7. Cross Over Responsibilities**
 - Successful candidates may have Secondary Teaching Assignments at the Junior High and High School Levels. The curriculum will be the Alberta Program of Studies for Grades 7 to 12

Qualifications

- Bachelor's degree in Education, Indigenous Studies, or a related field. A Master's degree is preferred.
- Experience working within Indigenous communities and a strong understanding of Indigenous cultures and traditions.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with students, faculty, and community members.
- Proficiency with educational technology and online learning platforms.

How to Apply

Interested candidates are invited to submit their resume, cover letter, and three references to bryan@kapaweno.ca. The review of applications will begin immediately and continue until the position is filled.