



TERMS OF REFERENCE

First Nations Bachelor of Teaching Coordinator (off-campus)

Position Summary:

Under the direction of and reporting directly to the Director of Yellowquill College, the First Nations Bachelor of Teaching (FNBT) Coordinator will provide instructional, managerial, administrative support, and recruitment services associated with the program. The FNBT Coordinator will provide the services and responsibilities associated with the coordination of the FNBT program, off-campus.

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The Program Coordinator for the First Nations Bachelor of Teaching degree program will ensure the preparation of students to work as a teacher in the field of education. The program is a unique, culturally-based program dealing with education within First Nations populations and communities. The program format will be a full-time, modular format (1 week block or 4 week blocks) including lectures, small group learning, case studies, class discussions and presentations, volunteer opportunities, field trips, land-based learning, appropriate textbooks, and teaching practicum placements. The FNBT Coordinator will be responsible to coordinate the hiring of sessional/contract instructors for the community-based programs, work with the community coordinators to ensure the success of the program.

DUTIES & RESPONSIBILITIES:

The FNBT Coordinator will:

- Oversee the coordination of the FNBT degree program off-site in various communities
- Advertise, schedule, and conduct interviews for potential instructors
- Recommend instructors for contract purposes
- Provide support and direction to the administrative assistant
- Ensure Instructor lessons, syllabuses, etc. coincide with the expertise and skill level required
- Encourage the use of curriculum in accordance with adult principles and university college standards
- Review course descriptions, using the required template, for each course taught
- Select and order texts, resource, reference materials, and supplies as required for all classes taught
- Assist in providing information on the FNBT programs and in the promotion at career events
- Prepare and provide all program reports as required
- Participate in professional development activities related to the program and institution
- Attend and participate in all YQUC staff meetings and school events
- File and organize instructional files including resumes, attendance, final marks, course evaluations, etc.
- Ensure attendance, student information, and final marks are up-to-date in TOSM
- Respond to, connect, and gather information with various off-campus communities who have express interest in the program

- Liaison with the community coordinator to ensure the following:
 - a. Establish and maintain effective working relationships with administration, staff, representatives of a wide variety of organizations/groups, and community members
 - b. Create a plan to maintain an inventory of all instructional materials and equipment for classroom and office spaces
 - c. Create and distribute instructional timetables
 - d. Assist with the process of registering students and provide advice on course completion
 - e. Assist in developing a plan to organize orientation sessions for students
 - f. Respond to queries from prospective and registered students
 - g. Maintain regular communication with community coordinator
 - h. Help to develop a plan to direct students to appropriate resources and supports when needed
 - i. Prepare and distribute student recruitment, advertising, and marketing materials
 - j. Supervise and provide instructional assistance for courses as assigned, including printing, shipping, and course delivery
 - k. Ensure submission of final marks, attendance reports, and other reports as required
 - l. Ensure course evaluations are conducted at the end of each course
 - m. Ensure all funding agencies receive regular attendance and progress updates
 - n. Assist in developing a plan to present workshops and professional development days for students every Friday and other teacher-associated functions/special dates
 - o. Assist in developing a plan to establish relationships with community schools and possibly other divisions for student teaching practicum
 - p. Assist in developing a plan for student teaching placements along with the coordination of principals/administration
 - q. Assist in developing a plan for supervision for students in the teaching practicum
 - r. Provide and perform other duties as may be assigned in carrying out the functions as a coordinator

Qualifications:

1. A minimum of a Bachelor of Education degree or experience
2. Experience working in adult education with Indigenous students
3. Strong verbal, written, presentation, and interpersonal communication skills
4. Excellent computer skills and experience working with Microsoft Office 365
5. Experience using online communication platforms (Teams and Zoom)
6. Ability to develop original and appropriate documents
7. Ability to write and orally communicate clear instructions
8. Ability to analyse and solve problems
9. Ability to work efficiently as part of a team as well as independently
10. Superior organizational, time management, and prioritizing skills
11. Attention to detail in all areas of work
12. Valid Class 5 Manitoba driver's license and reliable vehicle

Please forward resume and cover letter to:

Doreen Beauchamp
480 Madison Street
Winnipeg, MB, R3J 1J1
Fax: 204-953-2810
Email: dbeauchamp@yellowquill.org