

**KENJGEWIN TEG IS SEEKING A TEAM MEMBER TO JOIN THE POST-SECONDARY
EDUCATION AND TRAINING TEAM!****MARCH 2020 TO MARCH 2023****PROGRAMS COORDINATOR – TEACHING AND LEARNING****2ND POSTING**

Kenjgewin Teg is an Anishinaabe controlled and directed education organization that strives to provide a comprehensive, qualitative, cultural and holistic approach to First Nations based education, training and services. Our vision is to give students the ability to see the gift they were given, in order to be able to succeed in this world!

PROGRAMS COORDINATOR – TEACHING AND LEARNING**Program/Service Coordinator – Team Leader Operational Support (PSC3)****Salary Range (47,248 – 52,498 – 57,748) Qualified Level**

Under the direction of the Dean of Post-Secondary Education, the Programs Coordinator - Teaching and Learning ensures lifelong learning programs of Kenjgewin Teg designed for teachers and educators that include Anishinaabe traditional knowledge and are delivered in accordance with the organization's quality assurance standards and procedures. As a critical position supporting growth of Kenjgewin Teg as an Indigenous Institute in Ontario, appreciation and/or practice of Kendmoowin - Anishnabemowin miinwaa Anishinaabe bimaadziwin in teaching and learning perspectives is critical.

Job Responsibilities:

- Develop and oversee all aspects of program delivery in a new organizational framework for a Teaching and Learning Programs strategy with the post-secondary education and training team; this includes researching and compiling documents to support and draft proposals and/or reports for funding, as assigned.
- Plan and coordinate annual teaching and learning programs for delivery with the post-secondary team as approved by the Dean of Post-Secondary Education and Training; (examples of teaching and learning programs may include teacher education programs leading to an undergraduate, graduate degree, certificate or diploma; additional qualifications (AQ's) courses for members of the Ontario College of Teachers; programs for early childhood educators; includes other workshop, seminars for professional development opportunities).
- Lead, implement, monitor and oversee teaching and learning program activities throughout each program's/academic year lifecycle; this includes monitoring and providing support to teaching and learning program faculty/instructors for course materials and equipment, textbooks, classroom bookings, accommodation and meals (if required) as part of each delivery site's program and/or course delivery location.
- Assist with research and development of articulation agreements with potential industry, government and post-secondary partners in collaboration with the Dean of Post-Secondary Education and Training.
- Secure instructors, faculty, and other resource/knowledge holders related to delivery of teaching and learning programs; lead the development and preparation of instructional/faculty contracts for teaching and learning programs, with final contract approval submission to the Corporate Services team.
- Create program delivery schedules based on needs of students, faculty/instructors, community and available resources; liaise with community partners for delivery of community-based programs in additional locations as planned.
- Liaise and work closely with faculty/instructors and the Registrar in use of the organization's student information and learning management systems for student admissions, attendance, grades and other quality assurance processes.
- Prepare draft budgets and programs costs related to teaching and learning programs for approval by the Dean of Post-Secondary Education and Training, contributing to the overall post-secondary education and training annual budgets; submit and prepare expenses related to teaching and learning program delivery costs for approval by the Dean of Post-Secondary Education and Training.
- Coordinate and lead meetings with instructors and program staff to ensure effective communication and planning on a regular basis.
- Liaise and work closely with the Dean of Student Services and Wellness and other post-secondary team members in designing and ensuring student support services are provided to students enrolled in teaching and learning programs; coordinate and lead discussions regarding student issues/concerns affecting student academic success, as required.
- Contribute and participate in the organization's mandatory quality assurance audit and compliance processes as part of continuous improvement and program delivery excellence; this includes leading and monitoring the administration of instructor performance and student satisfaction evaluations in teaching and learning programs

Qualifications:

- Minimum of diploma within the teaching and learning sector, or proven work-related experience in a coordinator capacity
- Minimum of two years of program coordination experience
- Program management and/or program budget planning experience
- High level of proficiency with the Microsoft Office suite of software;
- Preference given to applicants demonstrating Anishinabek traditional knowledge; Kendmoowin - Anishnabemowin miinwaa Anishinaabe bimaadziwin.
- Must have Valid Driver's License and reliable vehicle

Deadline: Wednesday February 26, 2020 at 12 noon

For a detailed job description please contact Brenda Francis, Director of Operations at 705-377-4342.

Interested individuals can send a complete application package that consists of:

Cover letter, a detailed resume, three (3) current (within one year) letters of reference, two of which must be professional on organizational letterhead and authored by direct supervisor, and written permission to contact references. Please note that the successful candidate will be required to provide a current Vulnerable Sector Check.

Applications can be received marked confidential either through mail or fax only, to:

Kenjgewin Teg
"HR – Teaching and Learning Position"
c/o Director of Operations
374 Hwy. 551, P.O. Box 328, M'Chigeeng First Nation, ON P0P 1G0
Tel: 705-377-4342 Fax: 705-377-4379

Please note: Kenjgewin Teg Educational Institute's Fitness for Duty Program is implemented which is designed to promote the development and maintenance of the highest possible levels of worker health and safety in an efficient and productive workplace.

Please note: Kenjgewin Teg Educational Institute has taken steps to ensure that the organization is inclusive within the school community. This includes the shared practice of First Nation tradition of smudging.

Late applications will not be considered. While we thank all applicants, only those selected for an interview will be contacted. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom Of Information (F.O.I.) And Protection Of Privacy Act, 1987.