

Educator: Education Hubs Program

(INTERNAL/EXTERNAL POSTING)



Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children, youth, and their families. We are dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2024-118
Position Title	Educator, Education Hubs Program (3 positions)
Posting Date	May 21, 2024
Start Date	July 2, 2024
Hours	37.5 hours – Monday-Friday, with occasional evening and weekend hours required
Position Status	Full-time determinant contract to June 30, 2025
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the direct supervision of the Manager of Youth Programs, Educators are responsible for assisting with assigned activities from the Ottawa Carleton District School Board (OCDSB) and will develop mini lessons to support Inuit youth in grades 1-12 with their academic needs, instruction, and well-being.

KEY DUTIES AND RESPONSIBILITIES

- Plan and provide individualized instruction to students
- Provide academic assistance in a variety of learning situations with grades 1-12
- Develop, modify, and continuously improve course outlines, curricula, and evaluation procedures to supplement the OCDSB learning activities
- Counsel students with respect to academic progress and assist them in obtaining appropriate counseling for non-academic matters
- Prepare and maintain all course-related records including evaluation, attendance records and submit information as required
- Identify, prepare, and organize course materials and learning resources for course delivery
- Identify and recommend books, periodicals, AV, digital and other materials for purchase, particularly materials which may be required by students to complete assignments and those required by the instructor to develop courses or to keep current
- Participate in timetabling requisitions and in maintaining an inventory program material
- Participate in the identification, design, implementation, and evaluation of new initiatives
- Comply with all recording and reporting requirements outlined in Inuuqatigiit policies and procedures (e.g., incident reports)
- Maintain classroom safety and discipline
- Act as a liaison with the community, Inuuqatigiit Centre staff and other professionals

WORKING RELATIONSHIPS

- Develop positive and supportive relationships with Educational and Cultural Assistants, students and other Inuuqatigiit Centre staff
- Communicate with Ottawa Carleton District School Board
- Communicate as required with parents about assignments and participation

WORKING CONDITIONS

- Work regular and consistent weekly hours of work
- Physical ability to access three-story building
- Demonstrate ability to manage stress when supporting school children and parents
- Ensure personal safety precautions are observed at all times.

KNOWLEDGE AND SKILLS

- Inuit descent preferred
- Experience working with Inuit or Indigenous communities preferred; knowledge of the needs of Inuit children and families
- Knowledge of Inuit Qaujimagatuqangit Principles to build relationships with children and families
- Ability to communicate effectively orally and in writing in English and preferably Inuktitut
- Ability to work in a collaborative staff team environment
- Ability to operate computer systems and relevant software

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in Education
- Certified by the Ontario College of Teachers
- Criminal Reference Check for the Vulnerable Sector Check required, in keeping with Inuuqatigiit policies and procedures
- Medical certification of good health and record of up-to-date immunizations
- TB Test, if applicable
- COVID-19 vaccine (Dose 1 & 2) and booster
- First Aid/CPR Certification (or willingness to become certified)
- Valid driver's licence an asset.

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.