



# Employment Opportunity

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- Position:** Anishinaabe Izhichigewin - Associate Director of Post-Secondary Education – 2 positions
- Location:** Niizhwaaching Aanikoobijigeng Gikinoo'amaadiiwigamig, Fort Frances Campus, AND  
Manidoo Baawaatig, Kenora Campus
- Start Date:** November 2024
- Deadline:** October 30, 2024 at 4pm CST
- Wage:** \$50.00 / hour based on a 35 hour work week.  
Vacation leave, competitive benefits package and registered pension plan (RPP) included.
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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Mail:**

Attn: Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

Please direct any questions regarding this opportunity to Angela Mainville, Director of Post-Secondary Education at [angelam@7generations.org](mailto:angelam@7generations.org)

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.



# Anishinaabe Izhichigewin - Associate Director of Post-Secondary Education

## Job Description

### General description

The Anishinaabe Izhichigewin - Associate Director of Post-Secondary Education, will support the implementation of Anishinaabe Izhichigewin in partnered post-secondary programs at their respective campus. The incumbent will provide leadership and supervision of staff, coordination of programming financial oversight, ensuring compliance with quality control requirements for partnered SGEI programs, in the areas of social sciences, humanities, business, trades and other disciplines, excluding those in the health field at the respective campus; while ensuring compliance with all applicable legal, regulatory, policy and procedures. The incumbent will make recommendations about, and support planning for future programming needs.

The incumbent will ensure that partnered programming centres Anishinaabe students, and the Education Standards for Mino-Bimaadiziwin to benefit all learners.

### Qualifications and skills requirements

1. Four-year University Degree in Social Science, Business Administration, or relevant discipline required.
2. Bachelor of Education or Masters degree in relevant discipline preferred.
3. Minimum five years field experience as an educator required.
4. Previous supervisory experience preferred.
5. Well-developed understanding of Anishinaabe knowledge systems and histories as well as shared histories, including a well-developed understanding of the historical context and current issues.
6. Proven track record working with Anishinaabe students, community members, communities and organizations.
7. An equivalent combination of relevant education and experience considered on a case-by-case basis.
8. Excellent communication skills (oral and written). Effective public speaking and presentation skills.
9. Strong interpersonal skills with ability to work as part of a team and develop effective working relationships.
10. Knowledge of performance management, recruitment and selection processes.
11. Sound knowledge of current learning theory and practice as well as experience using a wide range of teaching-learning strategies.
12. Sound knowledge of curriculum theory and practice with demonstrated skill working with curriculum in a variety of delivery modes.
13. Demonstrated knowledge and experience in program and course curriculum development.
14. Excellent knowledge of and experience with a variety of assessment techniques.
15. Demonstrated knowledge and experience in the use of educational technologies; experience in the development and delivery of hybrid and online curriculum is considered an asset.
16. High level of proficiency using software applications, video conferencing, and learning management applications preferred. Must have a working knowledge of Office365, Teams, Zoom, D2L, etc.
17. Knowledge of Anishinaabemowin is preferred. Demonstrated fluency is an asset.
18. Knowledge of applicable employment and health and safety legislation required.



19. Knowledge of duty to accommodate including, providing modifications and accommodations for persons with learning disabilities, and persons with disabilities. Ability to facilitate access to services for students, and staff as required.
20. Proven ability to adapt, demonstrated openness to learning and change.
21. Extensive knowledge of relationships that exist within the communities of Treaty #3.

**Supervisor:** Director of Post-Secondary Education

### **Job duties/responsibilities**

1. Supervise and provide functional and line direction to staff within the oversight of the incumbent.
2. Provide support for human resources functions including performance management, recruitment and selection of staff, ensuring compliance with all applicable legislation including health and safety, human rights, privacy, accessibility, and educational.
3. Within the incumbent's areas of oversight, ensure compliance with SGEI policies and procedures.
4. Ensure that curriculum and learning outcomes emerge through Anishinaabe Izhichigewin for all programs under the oversight of the incumbent.
5. Ensure that curriculums are adhered to and delivered in accordance with the guidelines of the partnered institution(s) and SGEI.
6. Oversee, guide and assist the Coordinators to supervise the instructors in the program including their quality of presentation, evaluation methods, inclusion of Anishinaabe Izhichigewin, alignment with SGEI values (specifically, treating all learners with respect), their willingness and ability to support learners with varying needs and learning styles and ensuring the course subject matter is delivered fully.
7. Together with other Associate Directors, review, and select online and print resource materials to enrich teaching practice and learner engagement and experience.
8. Participate in and/or lead committee meetings to create, implement, and review quality assurance and control metrics and processes for Anishinaabe Izhichigewin in program delivery.
9. Together with the other Associate Directors, plan and facilitate workshops and professional development for instructional staff so they are better prepared to deliver their courses using Anishinaabe Izhichigewin.
10. Prepare proposals as necessary to support obtaining funding for the implementation and continuance of programs.
11. Complete financial reporting for funding agencies including, Provincial and Federal governments, foundations, and other 3<sup>rd</sup> parties as required.
12. Help the Director of Post Secondary Education prepare annual budgets for the department and programming.
13. As delegated, fill in for the Director of Post Secondary Education and other Associate Directors when they are absent on vacation or other leave.
14. Approve expenses and financial transactions for the program under their oversight in accordance with SGEI policies.
15. Ensure that all programs under their oversight are effectively marketed to ensure that a sufficient number of students are recruited.
16. Working with the Director of Post-Secondary Education and other SGEI educational staff, maintain regular interaction with community leaders and Elders in Treaty #3 to ensure that feedback is provided, and that the needs and values of these communities are reflected in our programming.
17. Prepare and submit reports on a timely basis as requested by the Director of Post-Secondary Education.



18. Interact one on one with students to address student needs, and provide educational support as required.
19. Advise the Director of Post-Secondary Education, of any issues that arise that may require their intervention. These include, but are not limited to issues with students, student or staff safety, failure to comply with legal or program requirements, performance or disciplinary issues with staff.
20. As per SGEI policies, and as otherwise required, work with human resources on matters related to recruitment and selection, performance management, and occupational health and safety.
21. Based on consultation with SGEI staff, community partners and the Communities in Treaty 3#, make recommendations for future programs and sources of funding.
22. Work collaboratively with other staff in promoting the goals and objectives of the SGEI.
23. Recommend library materials to be purchased.
24. Assist in registration and implementation of programs.
25. Other duties as assigned.

## Relationships

### *Internal*

1. Interacts and reports directly to the Director of Post-Secondary Education.
2. Works directly with program coordinators, and course instructors on daily basis.
3. Provides task direction to support staff in the post-secondary education department.
4. Works with recruiters, registrar, pathways coordinator and other Post-Secondary Associate Directors.
5. Interacts with Human Resources Department.
6. Interacts with Finance Department regarding budgets, supplies, equipment and travel.
7. Other SGEI educational leaders including Directors, Leaders, managers, Associate Directors, Principals, Coordinators, Teachers, Instructors.

### *External*

1. Program coordinators and other contacts from the partnered institutions.
2. Works with other funding agencies to obtain funding and prepare required reporting (e.g. Provincial and Federal government agencies, Foundations, other 3<sup>rd</sup> Parties).
3. Community Leaders and Elders in Treaty #3 Area
4. Other Personnel in the field in both Indigenous and Mainstream education.

## Working conditions

- Incumbent works indoors in climate-controlled conditions.
- Frequent travel to other campus locations is required.
- Occasional exposure to noise and behaviourally difficult students or members of the public.
- Normally seven (7) hour days with frequent overtime requirements including some evenings and weekends.
- The position requires a high degree of concentration for extended periods of time.
- Manual dexterity is required in the operation of computers, with moderate requirements to maintain speed and ensure accuracy.
- Occasional lifting of up to 10 lbs required.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.



## Conditions of Employment

- Must provide satisfactory vulnerable sector check, as position may interact one on one with students under the age of 18, or with other vulnerable persons.
- Must possess valid Class 'G' Driver's license and have access to reliable transportation.

Reviewed: October 1, 2024