



Employment Opportunity

Position: Annual Police Foundations Instructor

Location: Rainy Lake Campus, Fort Frances, Ontario, AND
Manidoo Baawaatig Campus, Kenora, Ontario

Start Date: To be determined

Deadline: July 16, 2025

Duration: Full-time Fixed-Term, August 2025 to April 2026
Subject to renewal based on program requirements

Wage: \$44.00/hour, 35-hours per week

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor), ensure the posting number is included in any communication and on your application, to one of the options below. Please note email is preferred:



Email:

Attn: Human Resources Department
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 Tim Windigo, Post-Secondary Program Coordinator at timw@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.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.

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Police Foundations Instructor

Job Description

General Description

The Police Foundations Instructor will be responsible for guiding and instructing students of SGEI to maximizing the student learning experience by integrating theory and practical experiences. They plan, organize, and implement an appropriate instructional program(s) in a learning environment that guides and encourages students to develop and fulfill their academic potential. The instructor is responsible for supervising and evaluating students within the program. The instructor will work within an established framework to deliver educational services/programs. The Police Foundations Instructor will work collaboratively with the Post-Secondary Coordinator within Seven Generations Education Institute. The instructor will demonstrate a strong commitment to the planning and improvement processes, ensure support of student achievement, and report directly to the Post-Secondary Coordinator.

Qualifications

1. Ontario Police College Diploma or related post-secondary education.
2. A minimum of five (5) years professional experience in policing or justice services.
3. Previous experience in providing instructional services is preferred.
4. 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.
5. Proven track record working with Anishinaabe students, community members, communities and organizations within Treaty #3.
6. The ability to instruct courses while centering Anishinaabe ways of knowing and doing as well as cultural safety required.
7. A personable and assertive approach in the promotion of programs and courses.
8. Experience in preparing and modifying lesson plans, assignments, tests and labs.
9. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational, presentation and computer skills.
10. Must have demonstrated the ability to interact effectively with colleagues and students.
11. Must be able to manage time effectively and efficiently.
12. Excellent teamwork and team building skills.
13. Must have a high degree of resourcefulness, flexibility, and adaptability.
14. Must have a working knowledge of Microsoft 365, Teams, Zoom, Brightspace D2L, etc.
15. Proven ability to adapt, demonstrated openness to learning, and change.

Supervisor: Post-Secondary Coordinator and Anishinaabe Izhichigewin – Associate Director of Post-Secondary Education



Job Duties/Responsibilities

1. Develop course syllabi, as well as course content and lessons, for the core courses of the Police Foundations program according to course outlines provided.
2. Design, modify, and deliver curriculum, and assessments based on course learning outcomes in order to ensure that all learners have the best possible opportunity for success.
3. Work collaboratively with Faculty of Anishinaabe Gikendaasowin and Anishinaabe Izhichigewin Associate Director of Post-Secondary Education to ensure that course delivery is centring Anishinaabe ways of knowing and doing.
4. The instructor will be responsible for delivery of lectures on theory, techniques, and terminology, as well as delivery of demonstrations for skills required.
5. Must be able to work with the Accessibility Coordinator to meet student accommodation and modification needs for various aspects of program delivery.
6. Assign lessons and administer tests/assessments to evaluate students' learning and success.
7. Track and record student attendance and grades in Brightspace D2L to keep students informed of their progress.
8. Able to manage a classroom in-person and virtually Establish an environment that is conducive to learning and ensure that all learners comply with SGEI code of conduct and policies and procedures.
9. Effectively establish expectations and ensure procedural and distributive fairness in the treatment of all learners.
10. Establish and maintain professional relationships with students, colleagues, partners, and members of the public.
11. To work collaboratively with the Post-Secondary Coordinator in the assessment, development and delivery of the Social Service Worker program.
12. Meet with students to discuss progress and problems and come up with possible solutions to the student's progress (academic tutoring).
13. Refer students to internal SGEI supports as determined by student needs as you become aware of those needs.
14. Participate in meetings and instructor training when required.
15. Instruct and monitor students in the use of learning materials and equipment.
16. Ensure all student's records are complete and accurate.
17. All instructors are required to attend professional development training sessions.
18. Perform duties in accordance with SGEI strategic priorities, policies and procedures, and applicable legislation.
19. Other duties as may be assigned from time to time based on program needs.



Relationships

Internal

1. Reports to and interacts with Program Coordinator and Anishinaabe Izhichigewin – Associate Director of Post-Secondary Education.
2. Responds to and interacts with the Faculty of Anishinaabe Gikendaasowin.
3. Responds to and interacts with students and other instructors.
4. Provides information as directed and interacts with Post-Secondary Registrar.

External

1. Interact with community partners as required.
2. May interact with members of the public on occasion.

Working conditions

- Incumbent works indoors in climate-controlled conditions.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.
- Hours vary based on operational requirements with occasional evening or weekend commitments.
- May be required to conduct site visits at community agencies for evaluation of student placements as applicable to program.
- Occasional travel may be required for events that require SGEI's representation.
- 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.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.
- Occasional lifting of up to 10 lbs required.

Conditions of Employment

- Provision of a satisfactory Criminal Records Check.
- Valid Ontario class 'G' driver's license.