



# Employment Opportunity

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**Position:** Post-Secondary Instructor – Early Childhood Education

**Location:** Rainy Lake Campus, Agency One (east of Fort Frances), ON  
AND, Manidoo Baawaatig Campus, Kenora, ON

**Start Date:** January 5, 2026

**Deadline:** November 12, 2025

**Duration:** Fixed-term based on program requirements

**Wage:** \$90.00/instructional hour, \$45.00/hour for professional development

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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 is preferred**



**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 Tim Windigo, Post-Secondary Coordinator at [timw@7generations.org](mailto: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.



# Early Childhood Educator Instructor

## Job Description

### General Description

The Early Childhood Educator (ECE) Instructor will be responsible for guiding and instructing students of SGEL. Course content includes topics such as communication, skill development, and professional development. In addition to teaching duties, the instructor will be responsible for classroom management, student supervision and advising, maintenance of student records and grades, curriculum review/development and other administrative tasks.

The ECE Instructor will teach activity-based program(s) that taught by using a holistic approach in which the stages of a child's developmental growth as well as cognitive skills and socio-emotional development are emphasized. The ECE Instructor(s) will assist graduates of our program to find careers working in partnership with teachers in kindergarten classrooms across Ontario, as well as other early learning environments. The instructor will demonstrate a strong commitment to the planning and improvement processes, ensure support of student achievement, and report directly to the Program Coordinator.

### Qualifications

1. Minimum of a two-year post-secondary diploma in Early Childhood Education (ECE) required.
2. Current registration with the College of Registered Early Childhood Educators.
3. Related training in the area of children with special needs and/or Under 3 Training.
4. Minimum two (2) years work experience with integrated groups of preschool aged children.
5. Ability to effectively interact and relate to children in a developmentally appropriate manner.
6. Knowledge and understanding of childcare policies, compliance regulations and appropriate legislation.
7. Previous experience in providing instructional services is preferred.
8. 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.
9. Proven track record working with Anishinaabe students, community members, communities and organizations within Treaty #3.
10. The ability to instruct courses while centering Anishinaabe ways of knowing and doing as well as cultural safety required.
11. A personable and assertive approach in the promotion of programs and courses.
12. Experience in preparing and modifying lesson plans, assignments, tests and labs.
13. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational, presentation and computer skills.
14. Must have demonstrated ability to interact effectively with colleagues and students.
15. Must be able to manage time effectively and efficiently.



16. Excellent teamwork and team building skills.
17. Must have a high degree of resourcefulness, flexibility, and adaptability.
18. Must have a working knowledge of Microsoft 365, Teams, Zoom, Brightspace D2L, etc.
19. 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 Early Childhood Education program according to course outlines provided.
2. Instruct and deliver courses using various methods, for example, lecture and demonstration, and use audiovisual aids and other materials to supplement presentations.
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 Early Childhood Educator 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 evening or weekend commitments.
- 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 50 lbs required.

## Conditions of Employment

- Provision of a satisfactory Vulnerable sector check.
- Current registration in good standing with the College of Early Childhood Educators.
- Valid Ontario class 'G' driver's license.