



Employment Opportunity

Position: Curriculum Development Writer & Instructor

Location: Thunder Bay, ON

Start Date: March 2026

Deadline: March 5, 2026

Duration: 6 month Full-Time, Fixed-Term with the possibility of extension

Wage: \$43.95/hr based on a 35-hour work 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) via one of the following: **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 Preeti Mann, Senior Business Development Planner at preetim@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.



Curriculum Development Writer & Instructor

Job Description

General description

Seven Generations Education Institute (SGEI) employs a Curriculum Development Writer & Instructor who directly answers to the Senior Business Development Planner. The Curriculum Development Writer is responsible for the development and delivery of First Nation-focused Curriculum.

Qualifications and skills requirements

1. A minimum of an Ontario Teachers Certificate with membership in the Ontario College of Teachers and with qualifications in required subject areas and grade levels
2. 5+ years experience in creating, teaching, and delivering instructional materials
3. Relevant lived relationality with Indigenous communities
4. An understanding and appreciation of the cultural heritage and values of Anishinaabe people
5. Excellent communication skills (both oral and written) Effective public speaking and presentation skills
6. Strong interpersonal skills with ability to work as part of a team and develop effective working relationships
7. High level of proficiency using software applications including word processing, spreadsheet, presentation, video conferencing, and learning management applications preferred Must have a working knowledge of Microsoft software, including Word, Excel, D2L, Microsoft Teams, Zoom, etc
8. Knowledge of Anishinaabemowin is an asset
9. A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
10. Adept at establishing a positive rapport with community stakeholders
11. A solid comprehension of cultural influences and issues specific to northern communities
12. A sound understanding of historical and contemporary sociopolitical contexts that impact Indigenous communities
13. A combination of relevant education and experience may be considered on a case-by-case basis

Supervisor: Senior Business Development Planner

Job duties/responsibilities

1. Work closely with the Curriculum Leads to support the delivery of Emergency Management courses while ensuring the curriculum meets community needs and academic learning outcome requirements



2. Support program evaluation of Emergency Management pilot delivery and revise courses as required
3. Develop and implement new instructional materials, lessons, and activities for specific courses
4. Research educational trends and techniques to help with new curriculum development across a variety of subjects and academic levels
5. Strengthen Indigenous knowledge and histories, and thoughtfully integrate with Western histories and pedagogies in the curriculum
6. Follows SGEI's Quality Assurance Process (QIQAP)
7. Collaborates with SGEI's Academic Council and the Program Development Team
8. Liaison with Professional Associations to meet national, legislation and accreditation standards to obtain program/course approval
9. Create and nurture relationships within the curriculum development community, and with internal and external stakeholders
10. Partner with faculty in Anishinaabe Gikendaasowin, Knowledge Keepers and Cultural Advisors to infuse Indigenous content into programming
11. Act as an educational resource for faculty and personnel
12. Perform other related duties as required/assigned

Instruction (1 Semester Pilot Study)

1. To carry out the duties of a teacher as outlined in section 264 of the Education Act, Province of Ontario as follows.
 - a. teach. – to teach diligently and faithfully the classes or subjects assigned to teacher;
 - b. learning. – to encourage the pupils in the pursuit of learning;
 - c. co-operation. – to assist in developing co-operation and co-ordination of effort among the members of the staff of the school;
 - d. discipline, - to maintain, proper order and discipline in the teacher's classroom and while on duty in the school and on the school ground;
 - e. timetable. – to conduct the teacher's class in accordance with a timetable which shall be accessible to pupils and supervisory officers;
 - f. professional activity days. – to participate in professional activity days as designated by the board under the regulations;
 - g. absence from school. – to notify such person as is designated by the board if the teacher is to be absent from school and the reason therefore;
2. Maintain a daybook of lessons and have it available for inspection.
3. Be sensitive to the needs of individual pupils, especially adults returning after a prolonged absence from school.
4. Conduct yourself as a role model for students.
5. Make timely input to the Project Manager and Curriculum Development Lead
6. Participate in professional development activities.



7. Participate in community activities to develop a better rapport and understanding of the students.
8. Maintain a liaison with community leaders, Elders and project stakeholders.
9. Keep up with new trends, innovations and methods in the field of education.

Relationships:

Internal

1. Work closely with Thunder Bay Business Development Team
2. Interface with students on a daily basis during pilot study phase
3. Interact with the secondary/post-secondary education and training teams
4. Interact with employees at Seven Generations Education Institute

External

1. Work with community organizations and partners
2. Engage with First Nation Emergency Management Coordinators
3. Attend stakeholder consultations and networking opportunities
4. Occasionally interact with Indigenous Services Canada staff

Working Conditions

1. Work indoors in shared office and classroom setting with occasional exposure to moderate levels of noise
2. On rare occasions may be exposed to behaviourally difficult students or members of the public
3. Normally a seven (7) hour workday, with occasional to rare requirement for overtime
4. Demanding and sometimes stressful
5. Occasional lifting of up to 10 lbs required
6. Occasional travel may be required
7. Lengthy periods of sitting at a desk, with the ability to change positions
8. Nature of work requires a high degree of manual dexterity
9. A high degree of concentration is required for prolonged periods

Conditions of Employment

1. Must provide a satisfactory vulnerable sector check as the incumbent will interact with staff and students of all ages on a one-on-one basis from time to time
2. Must possess valid Class 'G' Driver's license and have access to reliable transportation