# Employment Opportunity

**Position:** Post-Secondary Instructor-General Education

**Location:** Delivered virtually

**Start Date:** January 2026

**Deadline:** October 29, 2026

**Duration:** Part-Time, Fixed-Term anticipated until April 2027

**Wage:** $90.00/hour for instructional time, $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

**Fax:**
Attn: Personnel Committee
(807) 274-8761

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

Please direct any questions regarding this opportunity to Rachel Sitar, Paramedic Coordinator/Instructor at rachels@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.**

**GNED 1108- Human Relations**
**42 Instructional Hours**

# Post-Secondary Instructor

All Locations

## General description

The post-secondary instructor will be responsible for teaching programming and maximizing the student learning experience. Delivery methods may be in-person or online. Some evening and weekend work may be required based on the needs of the program. The instructor is responsible for supervising and evaluating students within the assigned program(s). The instructor will work within an established framework for the delivery of educational services/schedules, while working collaboratively with the Program Coordinator.

## Qualifications and skills requirements

1. Completion of a three-year post-secondary degree or diploma program in a discipline relevant to the program, and course offering(s) being taught.
2. Completion of a Bachelor of Education, Master's Degree, holding a professional certification, or trades certification, in a relevant discipline as applicable to the subject matter being taught, preferred.
3. Five years of related field experience in the discipline being taught preferred.
4. Experience as an educator preferred including experience working with adult learners.
5. An equivalent combination of relevant education and experience may be considered on a case-bycase basis.
6. Excellent communication skills (both oral and written). Effective public speaking and presentation skills.
7. Strong interpersonal skills with ability to work as part of a team and develop effective working relationships.
8. 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.
9. Knowledge of Anishinaabemowin is an asset.
10. Well developed understanding of the local Indigenous culture, including an understanding of the historical context preferred.
11. The ability to deliver instruction in a culturally sensitive manner required.
12. Ability to tailor and modify instruction to meet the needs of a variety of learners.
13. Knowledge of duty to accommodate including, providing modifications and accommodations for persons with learning disabilities, and persons with disabilities an asset.
14. Proven ability to adapt, demonstrated openness to learning, and change.

## Supervisor:

- Applicable Program Coordinator and Anishinaabe Izhichigewin - Associate Director of Post-Secondary Education

## Job duties/responsibilities

1. Plan lessons and activities that facilitate the students' acquisition of knowledge and skills.
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. 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
4. Effectively establish expectations and ensure procedural and distributive fairness in the treatment of all learners.
5. Establish and maintain professional relationships with students, colleagues, partners, and members of the public.
6. Evaluate and report student progress to the Program Coordinator as required.
7. Encourage and support the development of communication skills.
8. Encourage and assist students in practicing and developing foundational skills and competencies.
9. Must have the ability to function well in a team setting and must be able to work in community setting(s).
10. 10.The instructor shall exercise good judgement and focus on detail as required.
11. 11.Perform duties in accordance with SGEI strategic priorities, policies and procedures, and applicable legislation.
12. 12.Other duties as may be assigned from time to time.

## Relationships

### Internal

1. Reports to and interacts with program coordinator and director of post-secondary education.
2. Responds to and interacts with students and other instructors.
3. 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

- 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.
- Work indoors in shared office, and classroom setting with occasional exposure to moderate levels of noise.
- On rare occasions may be exposed to behaviourally difficult students or members of the public.

- Normally a seven (7) hour workday, with occasional to rare requirement for overtime.
- Demanding and sometimes stressful.
- Occasional lifting of up to 10 lbs required.
- Lengthy periods of sitting at a desk, with the ability to change positions.
- Nature of work requires a high degree of manual dexterity.
- A high degree of concentration is required for prolonged periods during classroom instruction, and clinical placements.