Employment Opportunity

Position: Post-Secondary Instructor-Early Childhood Education

Location: Kenora Campus, In-person or remotely

Start Date: January 2027

Deadline: Ongoing until filled

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 Tim Windigo, Post-Secondary Program Coordinator at timw@7generations.org or Jonathan Kipling, Post-Secondary Coordinator at jonathank@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 SGEI. 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 and skills requirements

1. Minimum of a two-year post-secondary diploma in the human services field including Early Childhood Education (ECE), Educational Assistant (EA), etc. 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 with integrated groups of preschool aged children.
5. Demonstrated competency in oral and written communication skills.
6. Ability to effectively interact and relate to children in a developmentally appropriate manner.
7. Knowledge and understanding of childcare policies, compliance regulations and appropriate legislation.
8. Previous experience in providing instructional services is preferred
9. Excellent communication skills as well as strong interpersonal, organizational, presentation and computer skills
10. Must have a working knowledge of Microsoft software, including Word, Excel, D2L, Microsoft Teams, Zoom, etc.
11. Crucial to this position is a demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities
12. Must be able to provide service in a culturally sensitive and culturally appropriate manner.
13. Knowledge of Anishinaabemowin and Anishinaabe culture is an asset.
14. Willing to participate in ongoing learning.

Supervisor: Post-Secondary Program Coordinator

Job duties/Responsibilities

1. Develop and deliver courses for the Early Childhood Education Program.
2. Classroom management and student supervision.
3. Maintenance of student records, grades, curriculum review/development and other administrative duties.
4. To work collaboratively with other Post Secondary Circle members in the assessment, development and delivery of the post-secondary program(s).
5. Work collaboratively with the Faculty of Anishinaabe Gikendaasowin and the Anishinaabe Izhichigewin Associate Director of Post-Secondary Education to ensure that course delivery is centering Anishinaabe ways of knowing and doing.

6. Collaborate with the Accessibility Coordinator to meet student accommodation and modification needs for various aspects of program delivery.
7. To promote and administer identified programs that will be offered.
8. To openly communicate activities to Post Secondary Circle.
9. Maintain communications and a positive rapport with education staff and communities.
10. Participate in meetings as required.
11. Refer students to Education Counselor for issues related to attendance and grades.
12. Classroom management and student supervision.
13. Maintenance of student records, grades, curriculum review/development and other administrative duties.
14. To work collaboratively with the Post-Secondary Coordinator in the assessment, development and delivery of the Early Childhood Education Post-Secondary program.
15. To openly communicate activities to the Post Secondary Coordinator and the students of the program.
16. Participate in quality assurance
17. Liaise between students, Seven Generations Education Institute, and the communities.
18. Adhere to SGEI policies and procedures, as well as applicable legislation.
19. Participate in meetings, as required.

Relationships

Internal

1. Responds and interacts with Post-Secondary Coordinator and Director of Post-Secondary Education.
2. Responds and interacts with other coordinators and staff.
3. Responds and interacts with students and other instructors.
4. Respond and interacts with Registrar

External

1. Liaise with personnel from partner institutions, when required.
2. Liaise with First Nation Communities, where required.

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

Reviewed: May 2026