

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1072 **Headquarters:** Whitehorse
Position Title: Instructor **Division:** Faculty of Applied Arts
Supervisor's Title: Chair of Health, Education, and Human Services
Date Description Completed: Feb 14, 2007
Date Description Revised: June 2, 2021

PART II - SUMMARY (broad statement of why position exists)

Reporting to the Chair, School of Health, Education and Human Services, this position is responsible for instruction within the Yukon Native Teacher Education Program (YNTEP). The main function of this Instructor position is teaching education and methods courses with specific emphasis on culturally responsive teaching practices, the decolonization and Indigenization of pedagogy, and enacting Yukon First Nations educational priorities.

A. Duties and Responsibilities

1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):

Instructing/developing education courses that cultivate culturally responsive teaching practices, the decolonization and indigenization of pedagogy and that reflect Yukon First Nations educational priorities by:

- a) providing academic instruction through planning, organizing, and conducting both theoretical & practical lessons, through classroom, experiential learning opportunities and/or via distance education;
- b) participating in planning/organization of the program and in student advising
- c) planning and facilitating land-based/placed-based learning opportunities, including culture camps and outdoor education programming, in partnership with Yukon First Nation businesses/communities/governments;
- d) assisting in curriculum development with a particular emphasis on cross-cultural teaching pedagogy and Yukon First Nation cultural content;
- e) participating in ongoing research/scholarly activities including those relating to sustaining Indigenous knowledges and Yukon First Nation(s) pedagogy;
- f) evaluating students' work, providing regular and timely feedback to students regarding their academic performance, and submitting final grades within the timeframe specified in Yukon University's *Academic Regulations and Procedures* and policies of the University of Regina;
- g) maintaining accurate records, student assessments, progress reports, background information on dismissals, final reports, and placement/employer requests, etc.;
- h) consulting and liaising with other instructors as needed, to align YNTEP program/course content with institutional priorities regarding reconciliation and decolonization;

- i) advising student teachers with respect to career, academic requirements, and personal and professional growth needs;
- j) liaising with Admissions, counselors, and other staff on items such as student admissions, counseling referrals, learning assistance, and student discipline/attendance problems; and
- k) ensuring currency in area of expertise and adult education by participating in relevant professional activities; researching and maintaining effective curriculum through review of existing materials; assessing print, online and audio-visual resources for relevance and accuracy in a northern and Yukon First Nation context.

Approximate percentage of job time above functions are performed: 80%

2. Other Principal Activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

Supports instructional administration and program relevance by:

- a) reporting status and progress of the program and courses and making recommendations on new and existing program proposals, implementation, and delivery to the chair of Health, Education & Human Services and the YNTEP coordinator/instructor on a regular basis;
- b) meeting with the YNTEP coordinator/instructor to discuss program/course needs, including requisitioning supplies, equipment, and repairs and maintaining an inventory of program supplies and equipment;
- c) subject to budget, Faculty of Applied Arts research priorities, and approved Scholarly Activity Plans, conducting original research and developing and maintaining a scholarly portfolio related to the field of study and/or teaching practice;
- d) organizing and attending program-related functions and contributing to professional development activities with the teaching profession;
- e) liaising with other Yukon University instructors and University of Regina's Faculty of Education faculty, as needed;
- f) serving on the YNTEP Program Advisory Committee, if assigned;
- g) participating in cyclical program reviews;
- h) liaising with brokering institutions/agencies;
- i) serving on Yukon University committees and providing institutional service, as assigned.

Approximate percentage of job time above functions are performed: 20%

4. **Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:**

Approximately one (1) year.

B. Problem-solving and decision-making

1. a) **List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:**

- Yukon University Act
- Yukon Education Act
- Yukon University Policies & Procedures (available via University website)
- University of Regina Calendar & Academic and Student Policies
- Yukon University Academic Regulations and Procedures
- Yukon Human Rights Act
- Yukon Access to Information and Protection of Privacy Act
- Saskatchewan Teachers Federation code of ethics
- Canada Copyright Act
- YAEF Code of Ethics
- YNTEP Partnership Agreement (YC-URgina)

- b) **Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.**

Yes, interpretation of above as they pertain to instruction and daily operation.

2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

Supervisor: regarding purchase of instructional material, student problems, placement and termination of students, program changes, training and development needs, facility modifications, policies and procedures

Colleagues: regarding program/course content, learning activities and instructional strategies, and student progress

Cooperating Teachers: support and suggestions regarding student professional growth.

- b) **Who normally makes the final decisions with respect to those recommendations?**

Designated supervisor

3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

Assessment of student assignments, preparation and use of instructional material, selection of appropriate teaching methods.

- b) **What is the direct impact of those decisions?**

Quality instruction, student retention and success of the program.

C. Freedom to Act

1. Describe the way in which this position receives direction:

From the supervisor via group meetings, individual discussions and the employee's Performance Management Plan; from the Yukon University Strategic Plan and Faculty of Applied Arts annual work plans; from approved policies and procedures; and from structured feedback

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?

See B1.a. above

3. How is the work of the position normally checked or evaluated?

Through supervisor's visitations, self, peer, student and annual development of Performance Management Plans.

4. What types of decisions are normally referred to the supervisor? (Give examples)

Abnormal student behaviour and problems, student dismissal, changes to programs and courses, scheduling difficulties, budget requests.

D. Financial Accountability

1. a) Annual Budget (for unit under the direct control of the position):

| | |
|--|------------|
| Fiscal year: | \$ |
| Annual payroll: | \$ |
| O/M Budget (excluding payroll): | N/A |
| Capital Budget (excluding payroll): | \$ |
| Revenues: | \$ |
| Recoveries: | \$ |

b) Who prepares this budget?

Dean, Applied Arts, in collaboration with the chair of Health, Education and Human Services

c) What is this position's accountability for budget once allotted?

N/A.

d) Does position have authority/ability to reallocate resources? (describe)

No

e) Signing authority levels: NONE

2. Other expenditures or revenues influenced by this position and how.

N/A

E. Management Supervision of Human Resources

X 1. No supervisory duties

2. Supervisory Duties

a) Number of positions supervised directly:

_____ Permanent

_____ Aux/Casual

b) Nature of supervision: **(check any of the following supervisory tasks that are to be performed on a regular basis):**

- a) Show colleagues how to do tasks.
- b) Train other employees in work procedures.
- c) Assign work and review for quality/quantity.
- d) Establish work priorities and schedules.
- e) Change duties and responsibilities.
- f) Participate with supervisor in employees' performance evaluation; **-or-** Formally appraise employees' performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments.
- g) Recommend appointment or rejection upon completion of probationary period.
- h) Interview employees with attendance or performance problems.
- i) Act as first formal step in the grievance procedure.
- j) Interview candidates for vacant positions in the unit.
- k) Give opinion to supervisor on selection of new employees; **- or -**
- Make final decision on selection of employees.
- l) Other.

F. Key Personal Contacts

| <u>Who (what positions or groups)</u> | <u>Purpose</u> | <u>Frequency</u> |
|---------------------------------------|------------------------|------------------|
| Supervisor | Direction/Supervision | Weekly |
| Students | Instruction/Counseling | Daily |
| Classroom Teachers | Sponsorship | Variable |
| Instructors & Colleagues | Advise & Information | Weekly |
| Registrar/Student Counsellor | Information | Weekly |
| First Nations/CYFN/School Committees | Information | Monthly |

G. Tools, Equipment, or Machinery Used

| <u>Name</u> | <u>Purpose</u> | <u>Percentage of time</u> |
|-------------------------|---------------------------------------|---------------------------|
| Computers | Instruction & assignment & evaluation | 50% |
| Audio-visual Equipment | Instruction | 15% |
| Other related equipment | Instruction | 5% |

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

| <u>Type</u> | <u>How Heavy</u> | <u>Percentage of time</u> |
|----------------------------|------------------|---------------------------|
| Program materials & Equip. | Up to 25 Kg | 1% |

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

| <u>Type</u> | <u>Percentage of time</u> |
|-------------|---------------------------|
| Sitting | 40% |
| Standing | 45% |
| Driving | 10% |
| Lifting | 5% |

c) Describe any physical hazards present:

| <u>Type</u> | <u>Percentage of time</u> |
|------------------------------|---------------------------|
| Hazardous Driving Conditions | 0-5 % |

d) Describe special physical conditions leading to discomfort:

| <u>Type</u> | <u>Percentage of time</u> |
|---|---------------------------|
| Travel – occasional requirement to stay in less than ideal facilities | 0-5% |

e) **Interpersonal Conditions:** Check any of the following conditions, which are normal and expected in the job and **give examples:**

- ☐ high level of dissatisfied clients
- ☒ high level of emotional clients
- ☐ potential for physical abuse from clients
- ☒ regular critical deadlines
- ☐ high level of irregular critical deadlines
- ☐ constant interruptions
- ☒ instructions from more than one source
- ☒ students or staff under work related stress
- ☒ Other: mental stress due to nature of problem solving and multi-tasking

Examples in support of: Course commencement and completion dates; frequent unscheduled student contacts;

f) **Travel Required**

- a) average number of trips annually 5
- b) average number of days per trip 3
- c) average distance per trip 1000 km

(Estimated average only – not including regular in town school visits)

I. **Organization Chart**

- Complete portion **above** dashed line whether the position supervises or not.
- Complete portion **below** dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Chair

Classification Level: BU11

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Administrative Assistant, HEHS

Classification Level: BU05

Title: Coordinator/Instructor(s) Title: Instructor(s)

Classification Level: BU09

Classification Level: BU09

SUBJECT POSITION TITLE: Instructor

SUBORDINATE POSITIONS: N/A

PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....
Dean/Director or Designate

.....
Incumbent

Date:

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Extensive knowledge in the areas of Indigenous Education, Indigenous Studies, and/or Yukon First Nation history, culture and values;
- Teaching experience in post-secondary levels, working in the areas of Yukon First Nation language and culture;
- Proven ability to plan and deliver culture camp programming and other Indigenous place-based education programming;
- Research capacity in the area of Indigenous Education, Yukon First Nation language(s)/culture(s)/knowledge(s);
- Advanced training and/or extensive experience in a cross-cultural setting;
- Knowledge of successful instructional techniques and strategies, including interdisciplinary perspectives and distance-delivery methodologies;
- Ability to coordinate, research, develop, instruct, and evaluate courses/lessons;
- Ability to plan, organize, develop and/or conduct courses, seminars, cultural events, workshops or lessons;
- Ability to establish and maintain effective working relationships with other University staff, students and instructors, and with outside agencies, governments and organizations;
- Ability to work effectively in a team environment;
- Effective interpersonal and cross-cultural skills;
- Ability to communicate effectively, both orally and in writing;
- Ability to provide basic academic advising in an educational setting and cross-cultural context.

B. Licenses, Certificates Required – Give title and section of any legislation, regulations, or other authority where applicable.

- Master's, PhD or EdD in Indigenous Education and/or Indigenous Studies
- Valid Yukon Driver's License

C. Other skills and/or knowledge which may be desirable

PART V – UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....
Director, Human Resources Services

.....
University President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:

Knowledge and Skills:

Accountability:

Mental Demands:

Working Conditions:

Total Points:

Pay Level: