

First Nations Bachelor of Education Coordinator (on-campus)

Position Summary:

Under the direction of and reporting directly to the Director of Yellowquill University College, the First Nations Bachelor of Education (FNBE) Coordinator will provide managerial and administrative support as well as recruitment services. The FNBE Coordinator will provide the services and responsibilities associated with the delivery of the FNBE program on campus.

TERMS OF REFERENCE:

The Program Coordinator for the First Nations Bachelor of Education degree program will ensure the preparation of students to work as teachers in the field of education. The program is unique and culturally based and deals with education within First Nations populations and communities. This full-time program consists of lectures, small group learning, case studies, class discussions and presentations, volunteer opportunities, field trips, land-based learning, appropriate textbooks, and teaching practicum placements.

DUTIES & RESPONSIBILITIES:

The FNBE Coordinator will:

- Oversee the coordination of the FNBE degree program in the urban setting
- Advertise, schedule, and assist with interviews for potential instructors
- Recommend qualified instructors for contract purposes
- Provide direction to the administrative assistant about program requirements
- Ensure instructor lessons, syllabuses, etc., coincide with the expertise and skill level required
- Encourage the use of curriculum by adult principles and university college standards
- Create and distribute instructional timetables
- Review course descriptions, using the required template, for each course taught
- Select and order texts, resources, reference materials, and supplies as required for all classes taught
- Maintain an inventory of all instructional materials and equipment for classroom and office spaces
- Assist in providing information on the FNBE programs and in promoting at career events
- Prepare and provide all program reports as required
- Participate in professional development activities related to the program and institution
- Register students and provide advice on course selections and alternative course completion options
- Implement and partake in the course recovery and credit transfer process
- Establish and maintain effective working relationships with administration, staff, and representatives of a wide variety of organizations and groups
- Plan and organize information sessions for students
- Respond to queries from prospective and registered students

- Maintain regular communication with all students and funding agents
- Direct students to appropriate resources and supports when needed
- Attend and participate in all YQUC staff meetings and school events
- Prepare and distribute student recruitment, advertising, and marketing materials
- Communicate effectively, orally and in writing
- Supervise and provide instructional assistance for courses as assigned, including printing and possibly course delivery
- Submit final marks, attendance reports, and other reports as required on time to Student Records and/or the Administrative Assistant
- File and organize instructional files, including resumes, attendance, final marks, course evaluations, etc.
- Administer course evaluations at the end of each course
- Ensure attendance, student information, and final marks are up-to-date in TOSM
- Ensure all funding agencies receive regular attendance and progress updates
- Plan workshops and professional development days for students every Friday afternoon and other teacher-associated functions/special dates
- Establish relationships with various school divisions for student teaching practicum within Winnipeg
- Visit various schools for student placement purposes and meet with principals/administration
- Recruit and supervise practicum supervisor for those students on student teaching assignments
- Provide and perform other duties as may be assigned in carrying out the functions of a coordinator
- Other duties as assigned

Qualifications:

1. A minimum of a Bachelor of Education degree or a Master's degree
2. Experience working in adult education with Indigenous students
3. Strong verbal, written, presentation, and interpersonal communication skills
4. Excellent computer skills and experience working with Microsoft Office 365
5. Experience using online communication platforms (Teams and Zoom)
6. Ability to develop original and appropriate documents
7. Ability to write and orally communicate clear instructions
8. Ability to analyze and solve problems
9. Ability to work efficiently as part of a team as well as independently
10. Superior organizational, time management, and prioritizing skills
11. Attention to detail in all areas of work
12. Valid Class 5 Manitoba driver's license and reliable vehicle