



Employment Opportunity Educational Instructor

Reference No. SD-PES-EI-1119

Purpose: Reporting to Pre-Employment Support Special Project Worker(s), the Educational Instructor will assist Pre-Employment Support clients successfully complete their PES Mandatory Action Plans. This will be completed through educational classroom instruction in Math, English, Numeracy, Literacy, and overcoming job readiness barriers. This is a full-time term position ending March 31, 2020 and works primarily in the classroom.

Responsibilities:

- Support clients (between the ages of 19-64) in their growth & development to further their education and employment readiness
- Develop lesson plans as per BC Ministry of Education guidelines and individual client needs
- Guide clients through the BC Graduated Driver Licensing Program
- Conduct sessions which can include any of the following: reinforce course material, review or studying for a test, assist with completing homework assignments and clarify concepts
- Assign lessons and homework to clients based on their progress
- Track and maintain individual client attendance, performance, behaviors, and issues
- Complete formative and summative assessments for each client
- Correct and grade client homework and assignments
- Provide an environment to promote learning, productivity and security
- Provide general coaching, mentorship, and guidance using positive reinforcement to encourage, motivate and build confidence
- Review PES client files as needed
- Communicate and collaborate with Special Project Worker(s), PES program staff and external resources regarding client performance
- Participate in PES case management team meetings and other related function
- Other related duties as assigned

Required Education and Experience: *(please attach all required documents)*

- Bachelors of Education Degree **required**
- Valid Certificate from Teacher Regulation Branch **required**
- 2-years' teaching experience preferred
- Experience working in a First Nations community is essential
- Criminal Record Check **required**

Required Skills, Knowledge and Abilities:

- Ability to teach BC Elementary and Secondary school curriculum
- Ability to plan, deliver, and evaluate lesson plans according to curriculum objectives
- Ability to establish positive rapport with clients
- Strong understanding of the BC Graduated Driver Licensing Program
- Autonomous, highly-organized, ability to prioritize tasks and meet deadlines
- Knowledge of appropriate formative and summative assessment methods
- Knowledge of BC Secondary School and Post-Secondary curriculum requirements
- Knowledge of educational obstacles that face First Nations peoples
- Knowledge of different learning styles and appropriate teaching methods to use
- Knowledge of Cowichan culture, customs, and language

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Only applicants who have been shortlisted will be contacted

Please quote: **Reference No. SD-PES-EI-1119**
Human Resources Department, Cowichan Tribes
5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Monday, November 18, 2019

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry