



EMPLOYMENT OPPORTUNITY

Position: University and Entrance Preparation Program (UCEPP) Instructor

Position Summary:

- Provision of UCEPP Instruction to students enrolled at Yellowhead Tribal College (YTC)

Reporting relationship:

- This position reports directly to the UCEPP/Academic Upgrading Principal/Department Head

Summary of Duties

- Submit course outline to the Department Head
- Maintain daily attendance records for submission into the Orbund Database.
- Receive training on the Orbund student database and enter weekly student attendance and marks
- Submit periodic progress reports as requested by the Principal.
- Maintain our hybrid course delivery model, which includes providing both in class instruction and outline instruction through Google Meets
- Grade course assignments for calculation and submission of midterm and final grades.
- Instruct curriculum completely and thoroughly in accordance with YTC and Alberta Education standards and policies.
- Establish weekly office hours for students seeking extra assistance.
- Distance Education material to be developed by instructor contracted to teach YTC courses
- Follow health protocols set forth by Yellowhead Tribal College.

Course Delivery

- Monitor students' progress:
 - 1) Mark clearly, including corrective comments
 - 2) Return assignments & attendance promptly
 - 3) Submit all final marks within 12 days of course-end date.

Courses:

- Five course block: 80 hours biweekly
- English 20, English 90

Hours of work:

- Instruction: 72 hours biweekly
- Office hours: 8 hours biweekly

Professional Behaviour:

- Conform to the highest standard of professional ethics displaying a professional attitude at all times.
- Treat students and staff with courtesy and respect.
- Be aware and respectful of YTC First Nations cultures and values.

Qualifications;

- Valid Teaching Certificate

Salary will be determined according to qualifications and experience

Please forward a cover letter and current resume to: Joy Sandy

Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181 or drop off at sub-office address

This employment competition closing date **November 29, 2023**, only those candidates who fit criteria will be contacted.