



Deny the ordinary.

Do extraordinary things at Portage College.

Instructor, Educational Assistant and Early Learning and Child Care programs

Faculty of Education and Cultural Arts

Location: Lac La Biche campus

Position type: Full-time term position ending on or before June 30, 2018

Salary: Commensurate with education and experience

Job number: 17-INSTR-34-PC

Posting date: September 1, 2017

Closing date: Until suitable applicant is found

ABOUT THE POSITION

Portage College is looking for a highly-motivated and engaging instructor to teach at the Lac La Biche campus in our [Educational Assistant](#) and [Early Learning and Child Care](#) programs. This casual position is expected to work full-time hours. Responsibilities include:

- Distance education instruction.
- Prepare and deliver subjects in EA and ELCC
- Assist with curriculum development and/or revision.
- Develop exams, quizzes and other evaluation material for students.
- Manage and evaluate student progress in the program.
- May be required to assist in organizing and supervising practicums.
- Other duties as required.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Education with a background in special education and early childhood.
- Previous experience instructing adult learners at a post-secondary institution in an online environment would be beneficial.
- Excellent communication and organizational skills and the ability to work with minimal supervision.
- Knowledge or experience with Moodle or other Learning Management System would be an asset.
- Strong computer skills, especially with MS Office, is essential.
- Dynamic and flexible teaching style to work with a variety of learners.
- Successful applicant will be required to provide a current police information check with a vulnerable sector check.

ABOUT OUR COLLEGE

Portage College has been serving the region for nearly 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in business, health and wellness, human services, university studies, food sciences, trades and technical, native arts and culture, and in academics for career and education.

As a member of the Faculty Association, our instructors have access to a number of benefits that include generous vacation days and other paid time off, participation in the College pension plan and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops. Our employee's dependants can also apply for a tuition bursary discount if they enroll in a program at Portage College.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at 780-623-5747.

Please note we don't accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.