

INSTRUCTOR, EDUCATIONAL ASSISTANT/EARLY LEARNING AND CHILD CARE

Faculty of Career Programs

Location:	Lac La Biche and Cold Lake campus	Job number:	24-001
Salary:	Commensurate with education and experience	Posting date:	June 26, 2024
Position Types:	<ul style="list-style-type: none">• (1) Full-time term starting fall 2024 until June 30, 2026 – Cold Lake campus• (1) Full-time term starting winter 2025 until December 30, 2026 – Lac La Biche campus	Closing date:	We'll begin reviewing resumes on July 3, 2024

ABOUT THE POSITION

Portage College is currently looking for two enthusiastic individuals with a strong background in education to teach in our Educational Assistant and Early Learning and Child Care program at the Lac La Biche and Cold Lake campuses. The successful candidates will be expected to demonstrate excellence in their teaching methods and practices. This role will require evening instruction. Some of the responsibilities include:

- Theory and practical instruction in the College's Educational Assistant and Early Learning and Child Care program.
- Preparation and delivery of subjects in both lectures and practical labs.
- Assist with curriculum development and/or revision.
- Develop exams, quizzes and other evaluation material for students.
- Manage and evaluate student progress in the program.

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 would be beneficial.
- Excellent communication and organizational skills and the ability to work with minimal supervision.
- Dynamic and flexible teaching style to work with a variety of learners.
- Knowledge or experience with Moodle or other Learning Management System would be an asset.
- Strong computer skills, especially with MS Office.
- Ability to work flexible schedule, including evenings.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for 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 health and wellness, business, human services, university transfer, food sciences, trades and technology, 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 (42 vacation days/year plus 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.



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 do not 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.

