

**POSITION SUMMARY**

The Facilitator/Educational Assistant provides assistance to instructors in facilitating programming. The Facilitator/Educational Assistant is primarily responsible for providing course supports and tutorial assistance to students with diverse learning needs, who require additional support to achieve their learning objectives

**SCOPE OF WORK**

1. Division: Education & Training
2. Function: Instructor Aid
3. Supervisor: Program Coordinator
4. Direct Reports: None
5. Budget Responsibility: None

**RESPONSIBILITIES**

- Duties and responsibilities include, **but are not limited to** the following:
- Provide teacher and student support for “Live On-line” courses to promote student learning and the successful completion of their program.
- Assist in facilitating students with the use of computers and related technology, including BlackBoard, TEAMS and Microsoft Office.
- Assist in monitoring student learning and progress, including invigilating tests and exams.
- Distribute and maintain instructional materials as required.
- Assist in classroom demonstrations.
- Schedule individual or group tutorial assistance, in or out of the classroom, to meet student needs.
- Reporting as required.

**QUALIFICATIONS**

## Knowledge and Skills

- Strong computer skills, with knowledge of Microsoft Office and BlackBoard an asset.
- Knowledge of and the ability to communicate effectively and cooperatively, both orally and in writing, with people from various backgrounds.
- Strong knowledge of the fundamentals of reading, writing and math.
  - Knowledge of adult education principles.
  - Knowledge of individualized and classroom instructional techniques.
- Ability to organize time effectively and to work independently.

## Education and Experience

- Minimum education requirements of this position include a Grade 12 diploma supplemented with one year of related post-secondary education.
- Preference will be given to candidates who have either an Educational Assistant certificate or a Bachelor of Education degree.

- One year experience supporting students as an Educational Assistant.
- Training or experience in adult education and cross-cultural learning environments is considered an asset. Preference may be given to First Nation applicants.

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