

**POSITION SUMMARY**

The Early Childhood Education Instructor is responsible for instructing courses within the Early Childhood Education Diploma program.

**SCOPE OF WORK**

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

**RESPONSIBILITIES**

Duties and responsibilities include, **but are not limited** to the following:

- Instruction of Early Childhood Education curriculum as outlined by Saskatchewan Polytechnic.
- Evaluate student progress and provide feedback
- Uses a variety of instructional methods, materials, and techniques
- Meets and instructs classes as designated
- Prepares for all classes assigned
- Maintains accurate, complete, and up-to-date records including student marks
- Proactively develop and deliver standard-aligned content for blended delivery learning. This includes but is not limited to tracking students' learning paths and monitoring content engagement metrics as well as leveraging this actionable data and proven teaching practices to fulfill learner goals.
- Meet with Practicum host site managers to:
  - Explain roles and skills of students
  - Explain roles of Southeast College instructor
  - Additional duties as outlined by Southeast College or affiliate
- Administration duties which include: Printing/accessing, administering and correcting student exams, photocopying exams prior to writing time, monitoring and recording student attendance, collection and remittance of bubble sheets to Saskatchewan Polytechnic, tabulating and submitting marks, maintenance of all program module marks for entire student body
- Monitor student success and student concerns while monitoring their abilities to cope with the demands of their program. When necessary, referring students to the College advisor or working with the Program Coordinator to identify appropriate resources for support
- Completion of all reports requested by Southeast College and affiliate
- Book guest speakers
- Maintain a classroom environment that is conducive to adult learning
- Attend training and orientation sessions as required
- Optimize use of the blended learning environment and smooth the transition process from traditional to blended classrooms.

## **QUALIFICATIONS**

### Knowledge and Skills

- Effective communication skills (written and oral).
- Effective interpersonal skills.  
Demonstrates valuing diversity.
- Demonstrated competence and recent experience in the use of internet, e-mail, MS Office Suite and the ability to learn and adapt to changing technology.
- Functional knowledge of on-line tools such as Google Classroom, Microsoft Teams, and Zoom for instructional purposes.
- Ability to function as a team member in an ever-changing environment.

### Education and Experience

- Relevant Bachelor's degree (Bachelor of Education, Bachelor of Child and Youth Studies, Bachelor of Child Development)
- Two years' recent, relevant experience working in and Early Learning and Childcare Education setting as an Early Childhood Educator/Teacher/ECE Instructor.

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