



## 1. IDENTIFICATION

<b>Position No.</b> 70-NEW	<b>Job Title</b> Senior Instructor, Cooking Programs	<b>Supervisor's Position</b> Chair, Industry Training	
<b>Department</b> Nunavut Arctic College	<b>Division/Region</b> Industry Training/Kitikmeot	<b>Community</b> Cambridge Bay	<b>Location</b> 410
<b>Freebalance Coding:</b>			

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>Under the supervision of the Chair, Industry Training, the incumbent is responsible for the management of cooking programs staff and for all aspects in the delivery of apprenticeship and pre-apprenticeship cook programs. Organizational responsibilities include for the administration of base funded and 3<sup>rd</sup> party cooking programming, overseeing the budgeting and financial aspects, and for providing the accountability of the various programs, accordingly.</p> <p>In addition, the incumbent is responsible to prepare curriculum and set up an accreditation plan with the <i>Apprenticeship Certification Unit</i> so that the cooking programs meet the accreditation requirements for <i>Red Seal Endorsement (RSE)</i>.</p> <p>The incumbent manages the campus cook training facility; and the inventory of equipment, tools and supplies, including the stock of traveling supplies sent with related programs being offered across Nunavut. As part of a key management team, the incumbent provides educational leadership and administration of Trades programming, being in part responsible, for the successful delivery of the GN Trades Training Strategy.</p>
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## 3. SCOPE

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</b></p> <p>The Senior Instructor, Cooking Programs for the Kitikmeot Training Facility, provides a pivotal role for the successful delivery of cooking trades programs for adult learners across Nunavut.</p>
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The incumbent works closely with Nunavut Arctic College trades programming, delivered through Territorial, Regional Campuses & Community Learning Centers, across Nunavut. The incumbent also works closely with community groups, governments, and businesses; particularly with the Nunavut Apprenticeship, Occupational & Certification Board, to assist in the planning, and the successful delivery, of Nunavut's trades development and training.

The incumbent will also consult/negotiate with client groups, for the delivery of 3rd party funded programs, throughout Nunavut and the Kitikmeot Region, on behalf of the College. Decisions and recommendations made by the incumbent will directly impact the operation of the GN's Trades training programs, in a significant area of trades build-up for Nunavummiut.

#### 4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

**Planning, coordinating delivery of Nunavut Arctic College, Territorial, Regional and Community based, cooking programs, by:**

- Consulting with special interest and working groups involved in Nunavut's trades training.
- Providing information to community organizations, municipal and Territorial governments and to private businesses, as is required for the set up and delivery of the training programs.
- Consulting with the College's Senior Management Staff, for training needs, and planning for the delivery in the Territorial Centres, Regions and/or Communities, as required.
- Providing cooperation & close working relationships with related Grades School programs.
- Responding constructively to requests for training & provide appropriate up-dates to others.
- Organizing all aspects of course and program delivery including the set-up, including for the ordering of educational materials, supplies, tools and equipment, as required.
- Planning and arranging the shipping, housing and travel to communities, and conducting community relations and/or marketing of courses and programs, on behalf of the College.
- Interviewing and assisting with selection of program staff and establishing a human resource and professional development plan for newly recruited and existing staff.
- Supervising staff performance, conducting or reviewing performance evaluations annually.
- Providing educational counseling for program instructors and course students.
- Ensuring that all documents concerning registration, student and instructor reports and evaluations, terminations, and program records for students are accurate and up to date.

- Assisting in student recruitment and final selection; and confirming student promotions.
- Monitoring student attendance and performance; advising sponsors of student terminations.

**Monitors and evaluates training activities to ensure the program and services meet established standards, including Apprenticeship Accreditation, and obligations, by:**

- Monitoring delivery of courses including sequencing, course content and course objectives in consultation with instructors, client groups and regional/community staff.
- Ensuring through monitoring and measuring that programs meet established client needs.
- Developing and maintaining lists of resources useful to regional/community-based staff.
- Reviewing program documentation including registration, progress and attendance reports.
- Maintaining a large inventory of supplies and equipment that represents current technology used in Industry, meets CSA safety Standards requirements and Accreditation requirements.
- Maintaining a selection of trades-related resources that are relevant to the program being delivered; and as essential for Accreditation requirements, for Apprenticeship Programs.
- Ensuring that Apprenticeship Trades Programs and Course Outlines are current with Nunavut Apprenticeship requirements and are approved by the College President.
- Ensuring that Pre-apprenticeship Trades Programs and Course outlines are current and approved by the College President.
- Ensuring that the Cook Program and Course Outlines are current and approved by the College President.
- Ensuring that Lesson Plans, Syllabus and Timetables are current for the applicable delivery.
- Ensuring that Program course support material is current with College and Apprenticeship requirements.
- Identifies resources that are to be purchased by the Campus Library, related to the Cook Program.
- Maintaining health & safety policies, ensuring enforcement and practices are followed.
- Supervising and managing employees and contract staff.
- Ensuring Instructors maintain Profession Development to stay current with technology.
- Ensuring classroom and shop training facilities are safe; and adequately prepared, to meet current Industry training requirements.

**Provide administrative and contractual support to Nunavut Arctic College staff, and to the College's Senior Management Team, by:**

- Managing and controlling program base funded & 3<sup>rd</sup> party funded budgets.
- Maintaining accurate financial records for the payment(s) of contractors and suppliers.
- Maintaining detailed statistics and course evaluations, for NAC/SMT planning purposes.
- Reviewing program/centre expenditure reports and preparing reports on program

activities.

- Participating in informal evaluations of programs & providing updates to working groups.
- Collating and reporting on approved student evaluations and performance of courses.
- Periodic preparation of reports/statistics related to program activity or for specific groups.
- Writing proposals for program and course delivery, on behalf of the College and 3<sup>rd</sup> parties.

**Design, select and evaluate courses and trades programs, to ensure that training programs and courses are relevant and meet the needs of the students, by:**

- Planning course content, timetables, sequencing, weighting, and scheduling courses.
- Determining instructional requirements and hiring staff for the programs.
- Conducting periodic reviews of courses and programs, course materials, student evaluation and instructor evaluation techniques.
- Reviewing programs and courses at other educational institutions, reviewing periodicals and literature, industry meetings, board meetings, conferences, etc. to identify and acquire appropriate course/program materials.

**Instruct courses on site, to provide intensive, high quality education, and assist others in the scheduling and implementation of training programs, by:**

- Arranging the developed curriculum into sequential blocks of instructions.
- Coordinate facility and classroom instruction for shared resources and accommodations.
- Preparing lesson plans, syllabus, methodology of selected instructional techniques & aids.
- Evaluating student performance/requirement, meeting applicable Apprenticeship criteria.
- Planning of the delivery of the training courses with college staff and management.
- Traveling to communities to deliver or evaluate community courses programs, or facilities.
- Securing, with the assistance of regional/community staff, facilities for course delivery such as classrooms, kitchen/facility space, student and/or instructor travel & accommodations.
- Assist in ensuring equipment, material and resources are available and in working order.
- Preparing and broadly distributing delivery schedules and student recruitment documents.
- Preparing service contracts to support course delivery, negotiate program/course delivery details such as location, schedule, costs, etc., working with Regional/community staff.
- Providing/distributing College approved instructor qualifications and job descriptions.
- Assisting in the recruitment and selection of instructional and programming staff.
- Assists in coordinating student recruitment and selection, for course intake, as required.

**Conducts other duties, as assigned by the supervisor, including the following:**

- Serve as College representation at meetings & presentations, including on advisory bodies.
- Managing and building relationships between the College, clients and with the public.
- Participate in meetings with other educational institutions regarding transfer of credits.
- Prepare documents for contracting of casual & contract staff to prepare program curricula.
- Recommend, prepare briefs, presentations, & summaries for the Senior Management Team.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

- Detailed working knowledge of the trade's subject areas, how the apprenticeship and related training programs are applicable to Industry.
- Solid knowledge of cooking programs and trades related English, Mathematics, and Science, and experience in Adult Education.
- Knowledge of Nunavut, the land, language and culture.
- Familiarity with effective distance education techniques.
- Solid knowledge of computer programs such as; word processing, spreadsheet, database, e-mail and Internet programs.
- Strengths in organizing, planning and delivering instruction, supplemented with a strong background in both oral and written communication skills.
- Ability to complete research, write and negotiate at a high level;
- Strong aptitude for administrative matters is needed to coordinate all aspects of delivery.

### **Education and Experience:**

- Journeyperson Cook Certificate through completion of apprenticeship.
- A related post graduate certificate/diploma/degree (i.e. adult education).is considered an asset.
- Holds/eligible to hold, a Canadian Teaching Certificate; or a Certificate in Adult Education;
- Two years' experience teaching vocational-technical students or mentoring apprentices, along with relevant instructional responsibilities that reflect delivery of adult educational programming.
- Three years of positive and progressive work experience in these areas of instruction.
- Two years of management or supervisory experience in a team environment.
- Related experience teaching adults in learning settings.

### **Assets:**

- Fluency in both written and oral Inuktitut and/or French along with an understanding of Inuit Cultural Traditions.

- Post-Secondary teaching experience would be considered.
- Certificate in Explosive Activated Tools, WHMIS & First Aid.

This is a highly sensitive position and a criminal record check is required.

Equivalencies consisting of a combination of related education and experience may be required.

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- The responsibilities of this position require the incumbent to lift, roll and move training aids and demonstration equipment on an occasional basis, as part of teaching trades programs.
- Physical work is required when using/demonstrating application of tools and materials.
- Instructor will be standing while giving lectures and overseeing student work progress.
- The position requires some traveling to deliver/monitor courses in other communities.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- The equipment in the trades' facilities are loud, airborne particulate producing, and dangerous, which requires the following of strict safety procedures at all times.
- Instructors are in a highly visible and responsible position which can be demanding and stressful while dealing with a multiple number of students and delivering training.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Incumbent spends long hours in intense concentration both of a technical and on an interpersonal nature that requires the ability to listen, read, watch, and discuss issues.
- The incumbent must spend long hours in a classroom and/or shop providing instruction.
- Operation of facility equipment and tools requires constant alertness to potential hazards, especially where there is the added responsibility of ensuring student safety.

**Mental Demands**

<p><b>Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.</b></p> <ul style="list-style-type: none"> <li>• Ongoing trades’ development requires constant review of the program on a regular basis.</li> <li>• The responsibilities of the job require the incumbent to work or meet late occasionally.</li> <li>• Incumbent is often made aware of many social problems affecting the students and other people in the community. This makes it difficult to separate work from personal feelings.</li> <li>• The community and Industry’s expectations of the Instructor and the College, and of the responsibility to meet the expectations of both groups on a continual basis, is demanding.</li> </ul>
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**7. CERTIFICATION**

<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Supervisor Title</p>
<p>_____</p> <p>Printed Name</p>	<p>_____</p> <p>Supervisor Signature</p>
<p>_____</p> <p>Date:</p>	<p>_____</p> <p>Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>President Signature</p>	
<p>_____</p> <p>Date</p>	
<p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**