

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

National Indigenous Kikinomagewin  
Anishinaabemowin (NIKA)

## Tutor/Instructor

**Certificate III in Indigenous Pathways to Speaking the Language (YEAR ONE)**

## **PURPOSE OF THE POSITION:**

The Instructor will deliver the **Certificate III in Indigenous Pathways to Speaking the Language (YEAR ONE)** program using the National Indigenous Kikinomagewin Anishinaabemowin Year One Curriculum/Circulum.

The Instructor will be responsible for the implementation of the Program curriculum/circulum by means of the Matawa Waka Tere delivery methodology along with all related Program administrative duties.

The Instructor will also serve as mentor for the Assistant, by motivating and inspiring them to follow the pathway to becoming a potential Instructor. This role is vital in Matawa First Nations goal of achieving language revitalization within the nine Matawa communities and Thunder Bay.

## **SCOPE:**

The Instructor will ensure that all operations are conducted in a responsible, professional and respectful way, making certain that all decisions and actions meet the relevant policies and procedures of the program.

The Instructor will adhere to the integrity of the National Indigenous Kikinomagewin Anishinaabemowin (NIKA) program details and content at all times and ensure the Assistant Instructor is made aware of each lesson and the activities they have planned in order for the Assistant Instructor to provide adequate support to the Instructor.

The Instructor is the primary contact person for the students. Positive interpersonal communication and relationships between the Instructor and students are key elements in creating and sustaining an effective learning environment.

## **FUNCTIONAL RELATIONSHIPS:**

The Instructor is accountable to the Matawa Executive Director of Education and reports to the MWT Indigenous Language Specialists and/or Program Officer

## **ROLES AND RESPONSIBILITIES**

### **1. Program Delivery**

- Deliver program to 2 Classes of 20 Students per class.
- Class contact (face to face) of 3 hours, 2 times per week, per class for a duration of 32 weeks.
- Lesson Planning.
- 12 Total Immersion hours
  - ◆ Plan the class lesson that uses MWT delivery tools and techniques to cover previously taught material and/or
  - ◆ Where students are able to learn cultural teachings that support the Learning Outcomes.
- 2-hour Tutorials per class per week x 32 weeks for students who:
  - ◆ require additional help with their learning
  - ◆ need to catch up on a lesson they missed
  - ◆ needing to make up their attendance requirement of 85%.
- Prescribed Lessons that include:
  - ◆ Relaxation techniques fit for concentration and learning
  - ◆ Content instruction
  - ◆ Learning activities and assessments
- Deliver the program using Matawa Waka Tere Methodology.

### **2. Administration**

- Provide related reporting as required to Indigenous Language Specialists
- Maintain Student Attendance Registers and submit in a timely manner to Student Support Administrator.
- Create and maintain Student Files
- Ensure marking of Assessments is completed as per the Program Curriculum and Assessment results are submitted to the Student Support Administrator in accordance with the Program Curriculum
- Keep photocopies of Student Assessment evidence and return originals to students.
- Ensure Student resources are received on time
- Moderation of Student Assessment results
- Marketing of Program
- Enrolment of Students into Program
- Student Program Evaluations

## **TRAINING AND DEVELOPMENT**

- Completed 2 Week Matawa Waka Tere Methodology and Program Curriculum Training.
- Participate in Methodology Refresher Trainings throughout the Program
- Individual training and development is encouraged in negotiation with Program Officer or Manager

## **POSITION SKILLS AND KNOWLEDGE**

To fulfill this Role, Instructors must:

- be fluent in the targeted language being taught from the following (Ojibway. Oji-Cree. Cree)
- have some knowledge of cultural events
- have experience in Roman Orthography
- have successfully completed the 2-Week MWT Methodology and Program Curriculum training
- have excellent writing skills and be an effective communicator.
- have exceptional Time Management skills
- have good knowledge of the WORD program.
- teaching experience is a bonus however it is not a requirement

## **QUALIFICATION**

- Fluent in the targeted language being taught
- Recognized Native Language Teacher (not essential)
- Must provide a current Vulnerable Sector Criminal Record Check and tuberculosis skin test

## **OTHER DUTIES**

- Willingness and ability to travel as required
- Work effectively with adults and co-workers
- Perform other related duties as required.

## **WORKING CONDITIONS**

### **Physical Demands**

The Instructor may have to travel throughout the community in all-weather to the Program delivery facility. They may have to lift, carry and manage equipment, supplies and resources. The Instructor may also be required to move furniture such as desks and chairs around. Depending on Student need, they may have to deliver the Program during the day or in the evening. The Instructor may also be required to travel to attend meetings or training.

### **Environmental Conditions**

The Program delivery facility may be a busy facility such as a school classroom or a Community Hall. This may require furniture being moved on a regular basis to suit the delivery mode of the Program and returned back to how the furniture was originally set up at the end of each lesson.

## CERTIFICATION

\_\_\_\_\_  
Employees Printed Name

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date

I certify that I have read and understand the responsibilities assigned to this position

\_\_\_\_\_  
Supervisor's Title - Education

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I certify that this Job Description is an accurate description of the responsibilities assigned to this position

\_\_\_\_\_  
Executive Director's - Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure

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