



EMPLOYMENT OPPORTUNITY INTERNAL/EXTERNAL POSTING

IABE Instructor (Full-Time -Temporary Leave Replacement)

NEC Native Education College is a large private Indigenous college in Vancouver and works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best adult education practices. Indigenous Adult Basic Education (IABE) students focus on achieving their academic and employment goals while learning and sharing their cultural knowledge and skills. In addition, students work on attaining a B.C. Adult Graduation Diploma. NEC is currently seeking to fill one temporary full-time position within the department.

Position Summary:

The **IABE Instructors** work full-time, reporting to the IABE Program Manager. These courses are classroom-based, developed and taught from an Indigenous perspective. The Instructor will deliver courses focused on English at the fundamental, intermediate, advanced, and provincial levels. Courses include First Peoples English - FPE 080, First Peoples English - FPE 081, First Peoples English - FPE 060 and First Peoples English - FPE 040

Main Responsibilities:

- Provide quality one-on-one and group instruction for assigned courses and assist students in self-monitoring, academic and career development
- Manage classroom teaching conditions and environment and work with adult learners to develop and update customized training plans with learning goals
- Serve as the first point of contact for students ensuring all program inquiries are directed appropriately
- Ensure classroom security, including student access and locking/unlocking procedures
- Maintain student files, track statistics, and provide program reports
- Work with NEC and staff in a positive, professional, and cooperative manner

Preferred Qualifications:

Any combination of education and work experience as follows will be considered:

- Bachelor of Education Degree or a B.A. (English or Math), a Provincial Instructor's Diploma, or a Master's Degree in a relevant field;
- Significant teaching experience, preferably in the post-secondary education system;
- Excellent verbal, written and computer communication skills
- Demonstrated ability to work independently, display flexibility, sensitivity, creativity, and a high degree of initiative
- Knowledge of Indigenous values, communities, instructional methodology, and experience working with Indigenous organizations.
- Proficient in M.S. Teams and Moodle

Terms:

Appointment to this regular temporary leave position will require a formal criminal record check, the details of which may preclude an offer of employment from being finalized. NEC encourages applications from members of equity-seeking groups. Preference will be given to Indigenous applicants.

Closing Date: Open Until Filled
Start Date: Immediately
End Date: June 13, 2023 - with a possibility of extension
Hours: Monday to Friday, 8:30 am - 4:30 pm.
Salary: \$27.06 per hour (as per Collective Agreement)

Application Details:

Please submit your resume, contact information for three references from related work experience, a copy of your credentials, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager
Vancouver, BC

285 East 5th Avenue
V5T 1H2

NEC Native Education College
E-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)