



Job Posting: Substitute Teacher

Date of Posting: Tuesday November 17, 2020

Closing Date: Ongoing

Position Type: This is a substitute contract until July 2020, with the possibility of leading to a fulltime permanent position.

Organizational Overview:

Six Nations Polytechnic is a unique post-secondary Institution, recognized by community, government and institutions of higher learning, as a centre of excellence in Indigenous Education. Six Nations Polytechnic has delivered post-secondary programming for over two decades, in partnership with publicly funded Ontario Universities and Colleges.

In the SNP-STEAM Academy, students earn a high school diploma, an industry-recognized college diploma, and gain relevant work experience in their field of study within a culturally supportive learning environment based on Hodinohsóni' Values of Ga'nigqhi:yo: / Kanikoriiio (the Good Mind), knowledge and language. The school creates a seamless program for students to acquire the academic, technical, and workplace skills and knowledge that employers need.

If you are seeking a new and exciting career opportunity, have passion for education, and want to be part of a dynamic, diverse, and continuously growing team, then Six Nations Polytechnic is the employer for you!

Position Overview:

Reporting to the SNP-STEAM Academy Principal, the SNP-STEAM Academy Substitute Teacher understands the vision behind this new program. In addition to being certified to teach at a secondary school level, the Substitute Teacher will be experienced in work-based learning and will participate in continuing professional development opportunities to support SNP-STEAM Academy programming.

Duties:

The duties of the Substitute Teacher include, without limitation:

- Being responsible for effective instruction, training and evaluation of the progress of pupils in assigned subjects, as per the Ministry of Education curriculum guidelines;
- Reporting to the principal on the progress of pupils upon request and during designated reporting times;
- Carrying out the supervisory duties assigned to the teacher by the principal, including in class, extracurricular, break or lunchtime supervisions and out of class excursions;
- Being present in the classroom or teaching area and ensuring that the classroom or teaching area is ready for the reception of pupils at least fifteen minutes before the commencement of classes in the school in the morning and, where applicable, five minutes before the commencement of classes in the school in the afternoon;
- Assisting the principal in maintaining close affiliation with the community, including taking part in regular meetings with pupils' parents or guardians, working with the Community and Cultural Coordinator, as well as participating in community events where applicable;
- Preparing daily teaching plans and outlines as are required by the principal and submitting the plans and outlines to the principal on request;
- Ensuring that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible, including but not limited to all fire safety procedures, lockdown procedures, shop and machinery safety procedures, kitchen safety protocols, and all other content specific safety procedures;



- Cooperating with the principal and SNP STEAM Academy staff to establish and maintain consistent disciplinary practices in the school, with respect to our school code of conduct and restorative justice procedures; Ensuring that report cards are fully and properly completed and processed in accordance with the Ministry of Education Report Card Guidelines, Grades 9-12.
- Co-operating and assisting in the administration of tests under the Education Quality and Accountability Office Act, 1996;
- Professionally and astutely supporting the SNP-STEAM Academy Principal and staff through actively participating in annual Ministry of Education inspections.
- Attending all Professional Development sessions throughout the school year in order to fulfill Ministry standards in granting credits towards graduation.
- Actively participating in the SNP-STEAM Academy staff summer orientation program, annually;
- Working with the Principal to develop and carry out the P-TECH pathway, including but not limited to, establishing a student mentorship program, co-operative education placements, academic supports, and other programming to ensure student success;
- In coordination with the SNP STEAM Academy student success team, develop individualized student academic schedules, contribute to the development of Individual Education Plans, ensuring each student's plan meets the Ontario Secondary School Diploma and college diploma requirements;
- Performing additional duties, such as those normally associated with the graduation of pupils or being actively involved in informational and student recruitment sessions when requested;

Expectations/Duties for Instructional Leadership

- Establishing clear objectives for all lessons, units, and projects, and communicating those objectives to students through lectures, discussions, and demonstrations in assigned subject areas;
- Preparing, administering, and grading tests and assignments, as per the Ministry of Education document, Growing Success, to evaluate students' progress, and providing timely and comprehensive feedback to students and families; Conferring with parents or guardians, other teachers, counselors, and administrators in order to resolve students' behavioral and academic problems;
- Maintaining accurate and complete student records as required by the Ministry of Education and SNP STEAM Academy administrative guidelines;
- Preparing materials and resources for daily classroom activities prior to the start of each lesson;
- Utilizing the school Student Information System and the Learning Management System to maintain accurate student attendance and appropriate academic records;
- Utilizing differentiated teaching methods, instructional materials and assessment to meet students' varying needs and interests;
- Using technology, hands-on activities and Hodinohsó:ni' history, culture, values, contemporary issues, community priorities, and resources to enrich curriculum and instruction;
- Performing other duties as assigned by the Principal.

Qualifications:

Education and Experience:

- Bachelor Degree; Bachelor of Education degree;
- OCT (Ontario Teaching Certification) in good standing; and
- Experience using D2L and Microsoft TEAMS.

Knowledge, Skills and Abilities:

- A general current knowledge of Hodinohsó:ni' history, culture, values, contemporary issues, community priorities and stakeholders;
- A background in or knowledge in STEM/STEAM Pathways;
- Knowledge of current research and instructional best practices;
- High level of communication skills with a particular emphasis on excellent writing ability;



- Flexibility in learning new program areas or approaches;
- Demonstrated experience in leading a major project from start to finish;
- Superior Instructional leadership skills;
- Sound interpersonal skills and good professional judgement;
- Ability to work under pressure to meet deadlines;
- Ability to work both independently and in a team work setting demonstrating Hodinohsó:ni' values of Ga'nigoqhi:yo:/Ka'nikonhrí:io; and
- Ability to demonstrate working knowledge in operating a computer system with spreadsheet, word processing, database applications and Windows 2010 or later.

Criminal Record Check

The Substitute Teacher will be required to provide an original Criminal Background Check –Vulnerable Sector Screening that is satisfactory to the employer prior to the first day of work at SNP-STEAM ACADEMY, and an Offence Declaration that is satisfactory to the EMPLOYER by August 31 every 2nd year in which he/she is employed by Six Nations Polytechnic.

APPLICATION PROCEDURE:

1. A **cover letter** outlining your interest in working at Six Nations Polytechnic STEAM Academy in the position of Substitute Teacher.
2. A **curriculum vitae/resumé**.
3. Names and contact information for **three professional references**.

For a complete Job description please contact Diana Lomax at humanresources@snpolytechnic.com

Above application materials can be sent to the attention of:

Diana Lomax, Human Resources Manager

Email: humanresources@snpolytechnic.com

Please put "**Substitute Teacher Job Application**" in the subject line.

We thank all interested applicants, however only those candidates selected for an interview will be contacted.