



POSITION DESCRIPTION

TITLE: Program Instructor DEPARTMENT: Indigenous School Programs / Local School Programs
 COMPANY Elephant Thoughts

SUMMARY OF OVERALL ROLE AND RESPONSIBILITIES

1. Teach science and technology programs in English and/or French as required.
2. Assist in the preparation of science and tech workshops to deliver.
3. Report weekly to head office in the format specified by email.
4. Promote the mission, membership and initiatives of Elephant Thoughts.

SPECIFIC DUTIES

1. Deliver a variety of hands-on science and technology workshops to First Nations, Inuit and Métis communities across Canada, both in classrooms and virtually.	2. Assist in the preparation of workshop materials and lessons throughout the duration of the contract.
3. Adapt programs to suit a variety of grade levels from Kindergarten Grade 12.	4. Attend ET head office to prepare equipment and make inventory using provided packing lists to deliver specified programs
5. Report any lost, damaged or transferred equipment	6. Take final inventory of program equipment against packing lists to ensure the return of all equipment to ET
7. Attend ET head office for training	8. Give training to new teachers of programs on site or at ET head office as may be required
9. Submit weekly reports in required format to ET head office.	10. Deliver programs to the highest teaching standards and in accordance with the ET Teachers Code of Conduct. Report any quality deficiencies
11. Use your creativity to devise ways of increasing the quality of our program.	12. Ensure all participants in ET programs are aware of the ET brand, mission and initiatives. Distribute ET literature and marketing material as appropriate

Elephant Thoughts has a smoke-free, perfume-free, drug-free work, living and travel environment.

Please turn over....

REPORTS TO: Director of Education

KNOWLEDGE AND/OR SKILLS ESSENTIAL

Teaching/tutoring experience, preferably in Environmental Science, Science or Technology
Excellent oral and written English and/or French
Good presentation skills.
Intermediate computer ability with MS Office, Powerpoint
Advanced Internet research skills, email skills.
Able to lift up to 50 lbs. boxes on wheels
Ability to engage and motivate others.
Flexible, energetic, team player,
Punctual, reliable, open to new experiences, continuous learner.
Experience in a multilingual, multicultural environment.
Cultural sensitivity
Problem solver, takes initiative, positive outlook.
Valid Canadian driver's license and ability to drive long distances on remote roads
Current police clearance report with attention to vulnerable sector screening
Available to travel to and between Northern Communities
Adaptable to living conditions in remote Canadian communities
Be in good health

KNOWLEDGE AND/OR SKILLS DESIRABLE:

Teaching certificate
Experience teaching children of various backgrounds
Experience teaching children with special needs
Able to market ideas and support for education foundation

MINIMUM PERFORMANCE STANDARDS

Ability to write reports.