

# Job Description Form



<b>Job Title:</b>	<b>Educator, Newcomer Youth Engagement Program</b>	<b>Reports to:</b>	<b>SIEC Program Coordinator</b>
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## GENERAL DESCRIPTION

The Educator position(s) will collaborate with multiple community stakeholders and with the K-12 education system to effectively support the needs of school-aged refugees/permanent residents (ages 17-21) with low language proficiency, limited formal education, and who may face other barriers in becoming effectively settled within local communities.

Responsibilities will include facilitating classroom-based learning; incorporating employment-related vocabulary; instructing literacy and numeracy development; designing programs in alignment with Saskatchewan curricular outcomes; coordinating and planning experiential learning opportunities leading to skill development; coordinating driver training; promoting and administering industry certification; developing employability skills; advocating and assisting students to navigate community resources and the labour market.

Currently, the program offers one classroom at E. D. Feehan High School and one classroom at Nutana Collegiate with students from both GSCS and SPS. Because of the resurgence in immigration, particularly with the needs of the program's target group, we have successfully secured another classroom through a private donor to start **August 28, 2023 until June 30, 2024 with a possibility of continuation**. The new classroom will be at Mount Royal Collegiate and will only have SPS students.

This position reports to the NYEP Program Coordinator and will work with support staff that will be hired for the program. This position is a secondment with a salary provided/administered by the [Saskatoon Industry Education Council](http://nyep.ca/). This would include teachers who are already on a regular or temporary contract with SPS. Newcomer Youth Engagement program website is: <http://nyep.ca/>

**Send resume and cover letter to: [admin@saskatooniec.ca](mailto:admin@saskatooniec.ca) by Friday, June 9, 2023. Interviews will be given to those contacted. Interviews the week of June 14, 2023. We thank all candidates for their interest, however, only those selected for an interview will be contacted.**

## DUTIES AND RESPONSIBILITIES

The Educator, in collaboration with the SIEC team and its stakeholders, performs a wide range of responsibilities related to the Skill Development for Refugee Youth Project, including some or all of the following:

### Classroom and Experiential Based learning

- Developing and providing learning opportunities including employment related vocabulary, literacy, and numeracy development
- Facilitating industry recognized certifications where applicable
- Promoting and facilitating experiential learning opportunities leading to skill development through site visits, job shadowing, career and work education programming, and driver training
- Designing programs in alignment with curricular outcomes in consultation with the school divisions
- Developing innovative, new programs to fulfill the needs of stakeholders
- Creating and maintaining program resources that support the ongoing learning and development of students
- Providing relevant and contemporary career development focus and content in programming

### Language training

- Supporting students at all language proficiency levels to improve their language skills
- Researching, developing, using, and adapting a variety of resources and approaches to support individual EAL student learning

### Outreach

- Collaborating with a wide range of community, educational, employer, and industry stakeholders to support the integration of participants into the community and labour market

- Garnering informal and formal partnership agreements between school divisions and other partners supporting the refugee youth population
- Collaborating with SSWIS workers and school staff to support students
- Assisting participants to navigate community resources and the labour market
- Communicating with, coordinating, and engaging volunteers/mentors
- Seeking linkages between programs and stakeholders for continuous improvement and innovation to support engagement within the community and connections to careers and industry

#### **Administrative**

- Developing and completing all necessary forms, records, and reports to document project activities and administering all student information details. This includes performance assessments (interview/survey) and /or progress reports according to the Common Framework of Reference (CFR) provided for students
- Determining, monitoring, and tracking the progress of the project deliverables and making adjustments as necessary to ensure successful completion of the various aspects of the project
- Establishing a communication plan to update stakeholders on the progress of the project
- Ensuring that the project deliverables are on time, within budget, and at the required level of quality
- Developing program metrics and evaluation processes that measure progress against goals and strategic indicators of the project
- Completing all other duties that are related to the project and as assigned by the coordinator

#### **SKILLS AND ABILITIES REQUIRED**

- Strong teaching and facilitation skills, and ability to adapt curriculum and teaching techniques to the audience
- Ability to establish and maintain superior collaborative working relationships with a wide variety of stakeholders, with a focus on educational partners, community-based organizations, and employer/industry contacts
- Exceptional verbal and written communication skills
- Ability to work in a fast-paced environment with demonstrated strength to effectively prioritize multiple competing tasks and demands
- A high level of initiative, critical thinking, and problem-solving ability
- Superior interpersonal and emotional intelligence skills
- Ability to communicate and work effectively with diverse cultures and populations
- Ability to work collaboratively with employer and educational partners to ensure relevant and practical student programs that address labour market needs, align with best practices, and complement program offerings that deepen student success in their chosen careers
- A high level of personal integrity and professionalism
- An understanding of program evaluation methodologies, connection to curriculum, and other industry certifications
- Experience working independently as well as in a team-oriented, collaborative environment
- Flexible and adaptable to change while seeking continuous improvement and excellence in programming
- Proficiency in the use of computer technology (e.g. word processing, Microsoft Office, database management, Excel spreadsheets, E-mail, internet, and on-line learning technologies)

#### **EXPERIENCE AND PROFESSIONAL DESIGNATION REQUIREMENTS**

##### **Education and/or Professional Designation:**

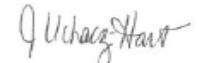
- Bachelor of Education degree from a recognized post-secondary institution
- Saskatchewan Professional “A” Teaching Certificate, with a minimum of four (4) years of successful teaching experience
- Preference will be given to qualified EAL teachers (certificate, undergraduate or masters in TESL), and those who have had relevant EAL teaching experience including experience working with refugees
- Knowledge of the Saskatchewan Ministry of Education core curriculum initiatives
- A current, valid driver’s license and access to a vehicle
- A clear criminal record check including working with vulnerable sector
- Knowledge of available community resources and supports for EAL students

**WORKING CONDITIONS**

- The Educator works in an office & classroom environment, and travels for onsite visits and community stakeholder meetings
- Generally, works a standard work week, but additionally may work outside of regular hours to accommodate activities such as participating in program activities, representing the organization at public events
- There are, at times, significant interruptions in the workflow and the need to balance multiple projects simultaneously

**TO APPLY: Please send cover letter and resume to: by June 9, 2023. Interviews will take place the week of June 14, 2023. We thank all candidates for their interest, however, only those selected for an interview will be contacted.**

**SIGNATURES AND APPROVALS**

Reviewed by: Executive Director	Janet Uchacz-Hart	Signature:		Date:	May 29, 2023
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# Saskatoon Industry Education Council

## Educator Position: Newcomer Youth Engagement Program

### Expression of Interest

The Saskatoon Industry-Education Council ([SIEC](http://www.saskatooniec.ca)) is a partnership between Saskatoon Public Schools ([SPS](http://www.sps.saskatoon.ca)), Greater Saskatoon Catholic Schools ([GSCS](http://www.gscs.ca)), Prairie Spirit School Division ([PSSD](http://www.pssd.ca)) and the Saskatoon Tribal Council ([STC](http://www.stc.ca)). Our mandate is to provide career development and discovery opportunities for youth, educators and career practitioners through customized programming. Through unique partnerships with business, K-12 education and post-secondary schools, the SIEC offers hands-on career exploration and skill development programs that are designed and delivered to youth, helping them find a career that connects their passion and natural talents with current and future workforce needs. Some of our programs and events include: Spotlight on Careers, Boot Camps, Summer Youth Internship Program, Connected, Digitized, HealthLink, SaskMoney, Mind Over Matters, Skill Sets and SaskCode. Provincially we also publish a career development magazine, *Relevance*, host our annual Contact Conference and facilitate a number of online programming.

The Educator Position with the Newcomer Youth Engagement Program, is a position that will be a secondment of a SPS teacher in a new classroom that will be located at Mount Royal Collegiate. This is a full-time position that will commence August 28, 2023 and will continue until June, 2024. Two educators are already part of the NYEP program, one at E. D. Feehan High School and the second at Nutana Collegiate. This new position will join the NYEP team that will look at engaging immigrant and refugee youth (ages 17-21) in language and career development training. Each classroom will have an educator and support worker in place. Please refer to the attached Job Description for more details.

Interested candidates are invited to visit the SIEC website at [www.saskatooniec.ca](http://www.saskatooniec.ca) and the <http://nyep.ca/> website for further information on SIEC programs and events. Please email your cover letter and resume to [admin@saskatooniec.ca](mailto:admin@saskatooniec.ca). Please place "NYEP Educator Application" in the subject line. DEADLINE for application is **Friday, June 9, 2023**. Interviews will take place on **the week of June 14, 2023**. Only those who will be interviewed will be contacted. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Janet Uchacz-Hart". The signature is written in a cursive, flowing style.

Janet Uchacz-Hart  
Executive Director, Saskatoon Industry Education Council