



Le Conseil Scolaire des Premières Nations en Éducation des Adultes // The First Nations Adult Education School Council

Job Description

Title:	Enseignant - Enseignante
Supervisor:	Directeur de centre
MEESR Category:	Enseignant
Salary Scale:	\$41,390 to \$80,572 annually
Job Category:	115
Hours worked per week:	32 hours presence time
Days worked per year:	200
Sick Days:	6 per year
Vacation Days:	None – teachers are not entitled to vacation
4% vacation pay:	Paid at December holiday break and March break

Description

The conditions for exercising the profession of teaching must be such that the student may benefit from the quality of education which he or she is entitled to expect and which the board and the teachers have an obligation to provide to him or her.

The Teacher is expected to comply with all rules, regulations and policies of the First Nations Adult Education School Council and the First Nations Regional Adult Education Center.

The Teacher is expected to act with integrity and honesty in the accomplishment of all tasks and functions, and in accordance with the instructions and guidelines given by her professional order and the employer or the employer's representative.

Roles and Responsibilities

The teacher shall provide learning and developmental activities to students and shall participate in the development of student life in the school. In this context, the teacher's characteristic responsibilities are to:

- prepare and present courses and provide developmental and cognitive learning activities, within the guidelines of the authorized programs;
- create and maintain a culturally safe learning environment for all students;
- indigenize course material whenever possible;
- work with other center teachers and school personnel to take the appropriate measures to meet the individual needs of students;
- organize and supervise student activities;
- organize and supervise workplace internships;



- provide academic support (encadrement);
- provide remediation;
- supervise the students for whom he or she is responsible as well as other students in his or her presence;
- evaluate student progress and report student performance to school administration and parents according to the system in effect;
- monitor the late arrivals and absences of his or her students and to report them to the school administration according to the system in effect;
- participate in meetings relating to his or her work;
- participate in committees, as required;
- refer students to professionals within the center when additional support is required;
- perform other duties usually assigned to teaching personnel.¹

¹ Adapted from [Teachers' Collective Agreement](#)