

Job Title: Educational Consultant, N’we Jinan Integrative Arts

The **Educational Consultant** supports school communities, teachers, and artists in the implementation of co-created, contextual educational programming that transforms classroom learning experiences.

The Educational Consultant works closely with other Educational Consultants, the Director of Programming, the Director of Learning Experience, and the Head of Pedagogy & Learning Process. They report to the Director of Programming.

Key Logistics Details

Ideal Start date: November 30th, 2020

Hours: 40 hrs/wk (includes paid lunch hour).

The majority of communities in this program are located in Western Canada. Candidates must be able to work on Pacific Standard Time during regular office hours, 9am - 5pm PST.

Work volume fluctuates, with periods of greater demand on time than others. Early morning, evening and weekend work is sometimes required.

Remote working: For this position, employees may have the option to work remotely. Please identify if this is an option you would like us to consider.

Contract length: One year contract with a possibility to renew; 3-month probationary period

Base Salary: \$58,240 with a salary review once per year.

Benefits: Group health insurance; monthly cellphone contribution; and 2-weeks paid vacation per year.

Hiring Process: Applications are due **November 1st at 11:59 pm EST**. Interviews will take place between **November 11th-13th**. Only candidates chosen for an interview will be contacted.

Candidates must be available to attend a Virtual Training Week at the beginning of January 2021.

To apply:

- 1) Fill out [our application form](#) (instead of writing a cover letter)
- 2) Email a PDF copy of your resume/CV to workwithus@inpath.ca Please name your document by Position_Last name_First name. Do not include any other information in the file name. **Example: NJIAEducationalConsultant_Chan_Mary.pdf**
The subject line of your email should match the file name.

About inPath:

[inPath](#) is a learning organization that designs and delivers arts-based programs alongside Indigenous communities for Indigenous youth.

We are based in Montreal but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years! We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where all learning sparks joy, encourages curiosity, and promotes agency.

Our Work Environment:

Working as part of the [core inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of 40+ artists and 500+ youth who are building strength-based narratives through creativity. Our environment is:

- Hierarchical, support-based, and highly collaborative;
- Primarily English-speaking;
- Fast-paced—we are a dynamic, nimble, high-performance team;
- Guided by collectively developed group norms that focus on well-being; and,
- An open concept office space.

Note on remote working during COVID-19: The health of our staff is of the utmost importance. We are taking the necessary precautions needed to prevent the spread of COVID-19 to ensure the safety and well-being of our staff. Currently the majority of our team is working remotely. The obligation to travel will resume when safe to do so.

Key Responsibilities:

Designing student-centred learning programs

- Supports the Director of Programming in conversations with schools about their educational needs;
- Alongside schools and the Educational Consulting team, designs curriculum that aligns with school /community needs and provincial requirements; and,
- Supports the Director of Learning Experience and Head of Pedagogy & Learning Process in developing and delivering learning content for training and events that fall outside of school programming, when required and able.

Supports artists and teachers in developing skills that foster creative learning

- Supports collaborative artist/teacher project planning;
- Hosts artist and teacher check-ins focused on pedagogy and facilitation practices;
- Delivers trainings that help increase creative classroom skills;
- Collaborates on the creation of training content for both face-to-face and online learning experiences for teachers/artists;
- Supports teachers / support staff in understanding how to engage with inPath tools (e.g., class lists, mark books, classroom material inventory lists, entry/exit protocols);
- Supports teachers / support staff in processes for student recruitment and retention (e.g., application process, updating class lists, creating a welcoming environment);
- Develops/shares tools (guidebooks, lesson plans, online resources) that support teacher/artist development; and,
- Creates / facilitates spaces of responsive dialogue and learning for artists and teachers (Professional Learning Communities).

Promotes inPath programming to encourage community up-take

- Travels to communities at regular intervals to connect with school partners;
- Communicates with school administration about project happenings and success;
- Supports teachers and administration in understanding the relevance of project-based learning and student-centred work processes;
- Encourages involvement of school administration in workshops / project space (e.g., invites admin to celebration events and to pass by classroom when available);
- Supports teachers in the sharing of their learning with the broader school community (e.g., through professional learning communities and PED day sharing with peers);
- Offers administration/teachers relevant resources that could be shared with the whole school team; and,
- Supports the teachers in developing their plan for presenting programming work to the school body.

Collecting feedback and data from users to ensure program responsiveness

- Alongside the Director of Programming and Head of Organizational Process Design, determines what the feedback / data cycle looks like each year;
- With the support of the Head of Organizational Process Design, collects formal and informal feedback throughout program implementation cycle (students, artists, teachers, school administration and the Educational Consulting team);
- Collects student data (numbers, etc.) from teachers / support staff for reporting purposes;
- Offers informal and formal feedback to appropriate partners (e.g. teachers, artists, administrators, Educational Consulting team) at punctuated times throughout the year;
- Contributes concrete feedback about work with artists to the Director of Programming for the Artist-End-of-Residency reviews; and,
- Supports the Director of Programming in the completion of each school's end-of-year Implementation Report by contributing concrete content.

Collaborating with Educational Consulting pod

- Supports the Pedagogical Pod in working in ways that promote cohesiveness, connection, collaboration and support; and,
- Contributes to the reflection, development and action of pod-related work.

Connecting about yearly work-plan targets

- Connects with the Director of Programming quarterly to review, adjust and discuss targets and outcomes of the Educational Consultant work-plan.

Nurturing the work environment and inPath community

- Ensures content is accessible and guided by the needs of the audiences we are engaging with and align, when possible, with best accessibility practices;
- Promotes safety, accessibility, anti-racism and anti-oppression in the workplace;
- Integrate an understanding of anti-oppression frameworks into their work and responsibilities;
- Participates in the implementation of inPath's training week & celebration events;
- Commits to professional development in key areas to build their skills and capacity; and,
- Stewards the office environment as a space of connectivity and respect.

Experience/Skills:

We recognize the value of both paid and unpaid work. For this job, you should have **some or all** of the following experience and/or skill sets:

- A university degree in a field that relates to the necessary experience, skills and qualities of this position and/or 2-4 years of on-the-job experience in a similar position;
- A minimum of 4 years of teaching experience;
- Experience implementing educational/learning programs;
- Experience designing pedagogical tools and resources;
- Working knowledge of current school systems in Canada;
- Knowledge of cultural protocols, history and cultural values of Indigenous Peoples in Quebec and across Canada;
- Experience working with Indigenous people in a culturally safe manner;
- Training in emotional intelligence / interpersonal / collaborative skills;
- Organizational and planning skills;
- Criminal background check;
- Ability to travel to communities and schools across Canada; and,
- Digital literacy (Google Drive, other project management platforms).

Qualities:

We recognize that everyone brings different qualities to their work. For this position, you should have **some or all** of the following:

- Collaborative worker;
- Curious, risk-friendly;
- Adaptable, willing to learn;
- Creative thinker;
- Direct communicator; open to feedback (giving/receiving);
- Non-judgemental; ability to relate to a variety of personalities;
- Works well with emergence and change; and,
- Comfortable with fluctuating timelines and varying intensity of workloads.

Additional Assets:

- A teaching certificate or permit from your respective province;
- Based in Western Canada;
- Familiarity with Indigenous communities in Western Canada;
- Multilingualism (French/English/Indigenous languages);
- Informal or formal relationships to art-making or other creative processes; and,
- Experience working with and/or living in Indigenous communities, whether as a member of the community or as a guest.

Accessibility:

Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-reduced policy. If you have any specific questions relating to accessibility, please email workwithus@inpath.ca.

Everyone at inPath is committed to:

- Their own learning and development;
- Caring, reciprocal relationships;
- Un/learning our colonial history and present-day systems of oppression;
- Systems change in education and learning, from the inside out;
- Deeply collaborative work;
- Creative problem solving; and,
- An open, generative approach to giving and receiving feedback.

Benefits of working with inPath:

- We offer flexible work hours;
- Our team is committed to building an inclusive, open learning environment;
- We love office snacks;
- Our office is filled with plants;
- We are invested in learning and teaching;
- We are committed to systems change;

- As a learning organization, we offer professional development opportunities for our staff to grow within their positions and bolster their skill sets on the job; and,
- We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.

Our Hiring Process:

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Selection process: Only candidates chosen for an interview will be contacted. Interviews will take place between **November 11th-13th.**

Employment equity: inPath values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants, and people from working-class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve. **If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.**

Your story is your strength and we look forward to hearing from you!