



POSITION DESCRIPTION

Position Title: Educational Assistant

Division: Manitoba Institute of Culinary Arts

Classification: Educational Assistant 2

Supervisor's Title: Culinary Arts Instructors

Staff Year No.: VB 405

POSITION SUMMARY

Reporting directly to the Director of MICA, the Educational Assistant is primarily responsible for assisting and supporting the instructors in the delivery of curricula and related duties.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

1. Provide academic and practical assistance to students in a classroom, and kitchen facilities, with and without the presence of an instructor
2. Assist with the modification of course objectives, course outlines, curricula and evaluation procedures
3. Assist in maintaining all course-related records including evaluation, attendance records, and submit information
4. Assist in the organizing of course materials and learning resources for course delivery
5. Assist in developing timetables, program food and equipment budgets, and operational plans
6. Maintain inventory of capital and expendable goods
7. Prepare requisitions for managers/instructors' approval
8. Maintain program equipment, laboratory facilities and materials to ensure a safe and organized work environment
9. Assist with the set up and preparation of kitchen facilities for each type of cooking activity

Part of the Educational Assistant's day he/she will function as a service worker to ensure the kitchen facility is opened and closed; all equipment and supplies are placed at each student's workstation and ready for teaching and cleaned at the conclusion of the day.

Secondary:

1. Participate in Culinary Arts, MICA meetings as required
2. Assist the instructors to prepare for community events as approved by the MICA Steering Committee. Duties may include loading and transporting food, and kitchen cleanup

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0 _____
Staff Positions Indirectly Supervised 0 _____

No supervisory responsibilities

Other Key Relationships:

Supervision, guidance and direction provided by the culinary arts instructors. During non teaching time (primarily the summer months), the E A will be supervised by the Chairperson, MICA.

Direction is provided through program development and review, established course objectives, program meetings, regular feedback, and annual performance evaluation and review.

Educational Assistant evaluation may be through instructors' feedback, classroom/laboratory observation, student feedback and knowledge of the curriculum.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Assist with the facilitation and maintaining a creative and positive learning environment which provides the opportunity for meaningful learning.

The EA will use the computer software including word processing, timetable programs and library programs.

OTHER COMMENTS

Since several events form part of the Culinary Arts student curriculum, the EA will be required to participate in these events to assist the instructors and students. The EA hours of work will shift during these events, which include the foundation dinner, beer festival, wine festival, Christmas luncheon, Grey Owl, and other related events to be determined.

As a front-line participant of a program delivery team, EA is integrally involved in assisting the college achieve its Mission, Goals, and Values and therefore be cognizant of the dynamic realities within the current educational climate, and will be knowledgeable and skilled to communicate effectively. In maintaining a positive learning environment, the EA must be sensitive to equity groups, and assist in the integration of the principles of equity into both classroom techniques, and provide an environment which is free from sexual, racial or gender harassment.

The EA is responsible for the integration of the principles of sustainable development into college programming and curriculum.

Employee's Signature

Date

Supervisor's Signature

Date