



EMPLOYMENT OPPORTUNITY

## Radical Policy School - Classroom Assistant

**Position Type:** 5-8 hours / week; three full in-person days in May; part time, contract

**Rate:** \$30-40/hour

**Location:** Hybrid, based in GTA preferred

**Length of Contract:** April 8 - June 7, 2024

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**In May 2024, Yellowhead School will be hosting our first [Radical Policy School \(RPS\)](#) on the theme, *Radical Relationalities*.**

Welcoming a cohort of up to 20, learners will participate in four online learning sessions throughout the month, then gather together for a three-day in-person session in Toronto, ON.

The Radical Policy School is an innovative program that offers a radically different perspective on the study of policy through a decolonial lens backed by research and led by leading Indigenous, Black, and racialized practitioners and scholars. Radical relationalities is a useful framework for cultivating and nurturing individual and collective relations with the view of shared decolonization and liberation. This is an interactive and collaborative program with lessons that can be applied to the learner's professional and personal activities and pursuits. The Radical Policy School is grounded in theoretical learning and practical application; it aims to be rigorous, intentional, and devoted to transformation and revitalization. This is a cohort-driven curriculum, meaning students will have the opportunity to discuss and decide on curriculum topics.

### **About this Role:**

The Yellowhead School aims to cultivate a supportive, generative, collaborative learning experience for all learners (students and instructors); the Classroom Assistant plays an important role in the RPS hosting team to ensure this happens. The majority of your time in this role will be spent in the virtual and online classroom, listening, observing and providing support. Your role will include general classroom management and support, including technical support and admin support (ie. tech hosting/troubleshooting engagement with the online learning platform) as well as documenting what happens in each session – from attendance to key moments of discussion or learning. For the in-person gathering you will also support hosting and managing the space, along with other YI School team members. You are someone who is observant, can anticipate needs, and knows when to step up and when to step back. Ideally, you are someone who has a general understanding of the theme, Radical Relationalities and are inspired by the thought of contributing to this type of community-grounded, learner-centred experience.

**When you'll be working:**

- RPS Dates:
  - Virtual Session Dates: Wednesdays, May 1-22, 6-9pm EST. Please plan to be working for 30 mins pre/post sessions.
  - In-person session in Toronto, May 28 - 30. Full days, 9am - 6pm
- Pre and post RPS on boarding and reflection/wrap up → 5-8 hours/week

**Responsibilities include:**

- Classroom management: includes taking attendance, tech support for instructors and participants
- Communicating with instructors, offering and providing appropriate support when required
- General troubleshooting, answering questions, directing instructors/learners to resources, links, connecting participants other YI School team members when necessary
- Supporting session 'harvesting' → ensuring that online sessions are recorded, links to any online activities/notes/brainstorming etc. are saved appropriately; taking notes during session on key moments of learning, discussion, and observing outstanding questions, needs / wants of learners or instructors
- Logistical support including assisting in preparing materials and resources for online and in-person sessions; light space management for the in-person gathering (setting up the space, tear down, light clean up)
- Supporting student engagement and the implementation of RPS activities; playing a role in facilitating a generative and supportive experience for all
- Liaising with YI School team members, communicating any issues/moment of note in a timely manner, participating in debriefing and reflection conversations

**Qualifications:**

- Indigenous, Black or racialized graduate students or community helpers are invited to apply;
- Education, work, and/or lived experience in community-based group learning environments and/or informal/formal educational settings
- Familiarity with the [theme and potential topics](#) of the Radical Policy School
- Excellent communication and organizational skills with the ability to work in team settings and independently;
- Proficient technical/computer skills; able to manage Zoom, tech host (ie. breakout rooms) and troubleshoot any tech issues that may arise
- Strong interpersonal skills; high sense of emotional intelligence → able to anticipate needs, knows when to observe and support, when to step up, when to step back
- Strong organizational and time management to work remotely and ability to be flexible as priorities change

**Application Requirements**

Please submit your resume and a short cover letter to [school@yellowheadinstitute.org](mailto:school@yellowheadinstitute.org) with the job title in the subject line. In your cover letter, please outline any virtual and/or in-person experiences that have prepared you for classroom assistance/group hosting & facilitation.

**Application Deadline**

March 8, 2024

## **About Yellowhead School**

[Yellowhead School](#) was officially established in 2022. The School mobilizes, through educational initiatives, the findings and analyses produced by Yellowhead researchers. Our mission is to build on the collaborative research model to train the next generation of Indigenous leaders: to build capacity for a future where Indigenous people and communities design their worlds according to their values.

Yellowhead School brings together and expands on the educational infrastructure and programming at the Yellowhead Institute, which is rooted in Indigenous pedagogy, knowledge, and commitment to a decolonial future.

[Yellowhead Institute](#) is an Indigenous-led research and education centre based in the Faculty of Arts at Toronto Metropolitan University. Rooted in community networks, Yellowhead offers critical and accessible resources to support the reclamation of Indigenous land and life.