

### **Position Summary**

The Instructor is the educational leader in the classroom and will ensure that the college's programs are implemented in a way that maximizes the adult student's learning experiences. They plan, organize and implement an instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential. Instructors directly shape and change the lives of students by preparing them to further their education or to gain employment. The Instructor is responsible for the supervision and evaluation of all students within his/her teaching assignment.

### **Duties and Responsibilities**

#### **Instruction**

- Prepares course outline and classroom instruction content to meet curriculum requirements.
- Delivers classroom instruction consistent with the established curriculum, learning outcomes, instructional plans, learning objectives and adult education principles.
- Integrates and implements technology in the teaching and learning environment.
- Administers student examinations and learning assessment tools that meet and follow the curriculum and college guidelines, standards and requirements.
- Incorporates and connects references to life, industry and cultural experiences to the subject material.
- Establishes, communicates and implements classroom participation and activity protocols, procedures and expectations.
- Strives to maintain knowledge and pursue professional development opportunities to keep current with educational requirements and evolving demands in their field of expertise.
- Provides learner guidance and referrals, as required.
- Works cooperatively with college staff and students in an interdependent team environment.
- Applies college regulations and policies.

#### **Classroom Management**

- Organizes and manages the classroom to ensure an optimum learning environment for all students.
- Coordinates activities with colleagues.
- Engages with, motivates and provides support to students in order to contribute to a positive and successful learning experience.
- Troubleshoots the use of technology tools in teaching.

#### **Student Assessment**

- Monitors and provides feedback on student classroom participation and learning progress.
- Advises students on study techniques to enhance their learning ability and success in the program.
- Records and submits student assessment and evaluation marks on all tests, assignments and projects.

#### **Needs Identification**

- Identifies student learning issues and refers students for assistance as required.
- Implements and develops student learning contracts as required.
- Contributes to and supports the implementation of academic accommodations for students with disabilities.

## **Resource Management**

- Manages on-campus instructional resources.
- Participates in the design, development and instruction of academic materials based on universal course design, in compliance with the learning outcomes and continually upgrades, modifies or otherwise improves the program based on feedback from students, colleagues, sponsors or other relevant individuals.

## **Administration**

- Maintains records of student achievement, attendance, or other information as required, and reports such information according to established procedures.
- Participates in college projects, programs, and activities.
- Collaborates with college staff and community agencies to provide services to students as required.
- Liaises with professional organizations and industry partners as required.
- Attends student functions as required.
- Attends meetings required to meet student needs and organizational objectives.
- Maintains accurate and current records, including filing.

*It is noted that the duties and responsibilities outlined above are representative, but not all-inclusive.*

## **Knowledge, Skills, Abilities, and Education**

*Candidates must be able to demonstrate:*

- Extensive knowledge in the field of expertise.
- A commitment to the principles of adult education.
- Knowledge of individualized and classroom instructional techniques.
- Ability to communicate effectively, both orally and in writing, with people from diverse backgrounds and with people who have varying skill levels.
- Ability to teach a range of subjects at various academic levels and involve students in the learning process as well as relate subject material to everyday life.
- Ability to evaluate student progress.
- Ability to assess students' learning needs and to facilitate learning opportunities to meet those needs.
- Ability to deal effectively with difficult situations.
- Ability to build and maintain positive relationships with students.
- Leadership and motivation skills.
- Well-developed time management and organizational skills.
- Demonstrated proficiency in word processing, email and the internet.
- Desire to enhance teaching and learning through the use of technology.
- Willingness to work with individuals from diverse backgrounds.

## **Education**

- Post-secondary education relevant to the subject area.

## **Experience**

- A minimum of two years recent on-the-job experience in the skills or technical subject area.

*The education and experience outlined above are guidelines that will be adjusted based on the requirements of the brokering institution.*