

POSITION SUMMARY

Conducts appropriate level of instruction for adult students in the program specific area.

SCOPE OF WORK

1. Division: Training
2. Function: Instructor
3. Supervisor: Program Coordinator
4. Direct Reports: None
5. Budget Responsibility: None

RESPONSIBILITIES

Duties and responsibilities include, **but are not limited to** the following:

- This position is responsible for the implementation of instruction to adult students
- Maintain contacts with industry
- Under minimum supervision, conducts instruction as specified in program curriculum guide and handbook
- Maintains a classroom environment that is conducive to learning
- Uses a variety of instructional methods, materials, and techniques
- Meets and instructs classes as designated
- Prepares for all classes assigned
- Evaluates student progress regularly
- Maintains accurate, complete, and up-to-date records including student marks
- Proactively develop and deliver standard-aligned content for blended delivery learning. This includes but is not limited to tracking students' learning paths and monitoring content engagement metrics as well as leveraging this actionable data and proven teaching practices to fulfill learner goals
- Make the best use of the blended learning environment and smooth the transition process from traditional to blended classrooms

INITIATIVE

This position requires the ability to make routine decisions regarding the everyday operation of the classes assigned.

- Plans ahead for all assigned duties
- Maintains current knowledge on area of instruction
- Reacts to immediate and changing needs of students
- Provides suggestions for improving program instruction and operating procedures

COMMUNICATION/HUMAN RELATIONS

This position requires regular interaction with students and the general public.

- Communicates frequently with students, and other College staff
- Communicates with general public
- Establishes positive rapport with students, industry and public clients

ADDITIONAL REQUIREMENTS

- Function within the policies and administrative procedures of the College and Accrediting Institution
- Accept other responsibilities as assigned
- Attend all meetings and in-service training as needed
- Travel independently to fulfill the requirements of the position
 - Some overnight travel may be required

QUALIFICATIONS

Knowledge and Skills

- Effective communication skills (written and oral)
- Effective interpersonal skills
- Demonstrates valuing diversity
- Functional knowledge of on-line tools such as Google Classroom, Microsoft Teams, and Zoom for instructional purposes
- Demonstrated competence and recent experience in the use of the internet, e-mail, MS office Suite software and ability to learn and adapt to changing technology
- Ability to function as a team member in an ever-changing environment
- Blue Seal certification may be an asset

Education and Experience

- Qualifications and experience as per Southeast College and/or Saskatchewan Polytechnic program requirements

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