

## **POSITION DESCRIPTION**

Position Title: Instructor

Division: All School/Divisional Instructors

Classification: INS

Supervisor's Title: Chair of School

Staff Year No.: NA

### **POSITION SUMMARY**

Reporting to the Chairperson or Program Coordinator, instructors are primarily responsible for the development and delivery of curricula and evaluation of student performance relating to the divisions' on and off-campus program. Instructors assist with assigned activities including college promotion, student recruitment, student placement, industry liaison and various administrative functions.

### **RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **Primary:**

1. Instruct students in a classroom, laboratory or shop situation, and provide academic assistance during consultation hours.
2. Modify and/or develop course objectives, course outlines, curricula and evaluation procedures and instruments.
3. Prepare and maintain all course-related records including evaluation, attendance records, and submit information as required.
4. Identify, prepare and organize course materials and learning resources for course delivery.
5. Maintain classroom, shop and laboratory discipline and, if necessary, recommend action to supervisor regarding student behaviour, including formal student disciplinary action.
6. Counsel students with respect to academic progress and subject matters, and assist them in obtaining appropriate counselling for personal concerns. For on-campus programs, these matters would normally be routed to the Student Assistance Centre.
7. Facilitate and maintain a creative and positive learning environment which provides the opportunity for meaningful learning.
8. Assist in developing timetables, program budgets, and operational plans.
9. Prepare requisitions for supervisor's approval, and assist Stores personnel in maintaining an inventory of capital and expendable goods.
10. Maintain program equipment, laboratory facilities and materials to ensure a safe and organized work environment.

**RESPONSIBILITIES AND ACCOUNTABILITIES**

11. Assist with the design and construction of laboratory and shop equipment where applicable.
12. Under the direction of the Academic Director or Program Coordinator, organize, supervise and/or monitor work experience practicums and/or cooperative education work terms.
13. Assist with student/industry liaison, including activities which will promote job placement.
14. Maintain a liaison with the community, related industry/agencies and other professionals in the field in order to keep informed of current developments, trends and practices. This includes program/college promotion, student recruitment, advisory committees, and related matters.

**Secondary:**

1. Contribute towards development of division and college policy and procedures through divisional meetings and task forces.
2. Participate in projects that support college activities and environment.
3. Assist with the identification, design, implementation and evaluation of new initiatives.
4. Attend professional development activities as determined by the divisional human resource plan.
5. Use the computer systems designed for ACC, including word processing, timetable programs and library programs.
6. When required, assist with selecting candidates for vacant positions in the division.

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

Staff Positions Directly Supervised      0 \_\_\_\_\_

Staff Positions Indirectly Supervised      0

No supervisory responsibilities

**Other Key Relationships:**

Supervision, instruction or direction received:

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

Instructor evaluation may be through classroom/laboratory observation, student feedback and course evaluation.

**Matters which must be referred to the immediate supervisor:**

1. Course changes
2. Course and program evaluations.
3. Instructional methodology.

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

**Decisions to be made on own initiative:**

1. Immediate student disciplinary action as defined in the college student discipline and academic appeals policies.
2. Instructional techniques.
3. Testing and evaluation of student progress.

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

Various, depending on program.

**OTHER COMMENTS**

Provide any additional information which would be useful in obtaining a proper appreciation of the scope and complexity of the job.

As front-line participants of a program delivery team, instructors are integrally involved in assisting the college achieve its Mission and Goals. Instructors need to be cognizant of the dynamic realities within the current educational climate, and require the knowledge and skills to communicate effectively with a diverse student population. In maintaining a positive learning environment, they must be sensitive to equity groups, and integrate the principles of equity into both curriculum and instructional techniques, and provide an environment which is free from sexual, racial or gender harassment.

Instructors share in the responsibilities of student recruitment, retention and employment. They are responsible for the integration of the principles of sustainable development into college programming and curriculum.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date