



Position Description

Position Title: Instructor, GB & R

Division: Continuing Studies

Classification: Instructor

Supervisor's Title: Program Coordinator (CS)

POSITION SUMMARY

Reporting to the Program Coordinator, the Instructor is responsible for the online delivery of one or more courses within the Green Building & Retrofitting Certificate of Completion with Micro-credential Badging. Instructors will support diverse cohorts of adult learners across Canada by facilitating teaching and learning experiences through Moodle and Zoom. Primary responsibilities include course facilitation and instruction, responding to student inquiries, grading, and maintaining communication and administrative responsibilities related to online instruction. Instructors may also contribute to promotion, recruitment, and student support as part of the program delivery team.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

- Instruct students via asynchronous delivery on Moodle and conduct one scheduled, synchronized weekly Q&A session via Zoom per cohort.
- Provide academic support through Moodle messages and email within standard response times.
- Grade and provide feedback on student quizzes, scenario-based assignments, and reflections.
- Maintain accurate records of attendance, assessment results, and grades.
- Modify and/or contribute to course objectives, outlines, learning materials, and evaluation procedures, where appropriate.
- Create and maintain a supportive and inclusive virtual learning environment for a diverse student population, including new Canadians and internationally trained professionals.
- Monitor and report student participation and engagement.
- Collaborate with the Program Coordinator to ensure alignment with program goals, learning outcomes and quality standards.
- Integrate principles of equity, diversity, and sustainable development into course delivery.

Secondary:

- Participate in instructor check-ins, meetings, and course reviews when scheduled.
- Support student recruitment and promotion activities as needed.
- Attend professional development as recommended by the Program Coordinator.
- Contribute to the ongoing development and improvement of the program, instructional strategies, and online delivery tools.
- Engage in student/industry liaison activities to promote understanding of current trends in sustainable building.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0 _____

Staff Positions Indirectly Supervised 0 _____

Other Key Relationships:

- Direction is provided through established course objectives, program guidelines, and regular communication with the Program Coordinator.
- Evaluation may include student feedback, performance reviews, and participation in instructional check-ins.

Matters Referred to Supervisor:

- Course content or delivery modifications
- Program delivery issues or student conduct requiring formal action as per academic policies
- Any program-level policy implementation or concerns

Decisions Made Independently:

- Daily on-line instructional approach, grading, and communication
- Use of educational technologies (Moodle, Zoom, MS Office Suite)
- On-line classroom management and academic support strategies

KNOWLEDGE, SKILLS, ABILITIES, OTHER**Required:**

- Demonstrated experience using Moodle, Zoom, Microsoft Office Suite
- Red Seal Journeyman Certification in Carpentry or a related trade
- Strong communication skills (written and oral)
- Legally entitled to work in Canada
- Access to reliable internet and a personal device with a camera and microphone

Preferred:

- Experience teaching adult learners in an online environment
- Experience working with new Canadians or culturally diverse populations
- Knowledge of green building principles, energy efficiency, and retrofitting practices
- Familiarity with Canadian building codes and safety regulations

OTHER COMMENTS

This position plays a critical role in delivering a new, innovative program designed to upskill trades professionals in sustainable construction practices. As a front-line facilitator in distance education, the instructor is expected to create an engaging and respectful environment that supports student success across geographic, cultural, and experiential differences. Instructors are also expected to reflect Assiniboine College's principles of creativity, collaboration, and courage in every aspect of their teaching and professional conduct.

Employee's Signature

Date

Supervisor's Signature

Date