



## IDENTIFICATION

Department	Position Title	
Aurora College	Instructor, Observer Communicator Program	
Position Number(s)	Community(s)	Division/Region(s)
91- 4118, 4119, 14728, 14766	Fort Smith	Education & Training

## PURPOSE OF THE POSITION

The Instructor, Observer Communicator Program is responsible for the planning, organization, instruction, delivery and evaluation of educational programming for adults. The incumbent is responsible for instructing courses in the Observer Communicator Program, evaluating the courses, supervising students in practical environments, and recommending changes/improvements as required. The incumbent manages and maintains a learning environment which is conducive to providing the highest level of education possible within their area of specialization.

## SCOPE

The Instructor will be required to instruct in the Observer Communicator Program, and must be devoted to developing and delivering quality programs and courses and promoting positive career development of adult students within communities of the Northwest Territories. The incumbent conducts needs assessments and develops, delivers and evaluates programming to meet those needs. The incumbent is seen as a representative of the College within the community and therefore plays a critical role in creating and promoting a positive image for the College.

Some standards are set by relevant external accreditation organizations, associations, agencies, government departments, and/or boards. The incumbent must maintain currency of knowledge and expertise through regular professional development, work experience and study and must maintain any certifications and/or licenses, etc. as required by the Collective Agreement and program needs.

As an instructor, the incumbent is required to attend regular program meetings, and report regularly to his/her supervisor on student progress. As part of the College team, instructors are also required to complete a variety of non-instructional duties that may be required to attain the goals of Aurora College.

## **RESPONSIBILITIES**

### **1. Instructs in assigned courses**

- Develop lesson plans
- Prepare syllabi
- Deliver/instruct content using appropriate and varying instructional methods
- Develop/prepare instructional material
- Maintain adherence to program objectives and accreditation standards
- Present content which accurately reflects the cultural, political, social and environmental realities of the NWT and Canada
- Provide academic counseling and tutoring
- Develop, revise, update and administer evaluation instruments to monitor student progress and to provide feedback
- Develop and maintain a goal-centered progress plan for each student
- Assist other faculty and regional programs as needed
- Plan, implement, and supervise student learning in classrooms and ensures safety of all relevant areas and experiences
- Ensure learning environments comply with all regulations, requirements, and laws consistent with all applicable safety, workplace, and environmental standards

### **2. Develop and routinely revise course materials which are relevant, current, and consistent with subject content**

- Initiate and maintain contact with a broad base of human resources including professional, traditional knowledge, educational, and occupational resources
- Develop course materials using a variety of media including print, visual and technology-based, to enhance instruction
- Review and revise program and course outlines to national standards, syllabi and lesson plans
- Collaborate with third-parties to develop unique, tailored instruction and delivery methods

### **3. Undertake administrative tasks related to the delivery of instructional activities**

- Complete reports as required such as student progress, course and attendance,
- Comply with and apply College policies and procedures
- Recommend material, equipment, supplies and resources for student instruction
- In consultation with other instructors recommend program/course materials, books, supplies, equipment and other resources
- Maintain student records/files, as appropriate, including attendance, correspondence, and evaluations

### **4. Promote Aurora College activities, maintain public relations and market program activities**

- Attend graduation, convocation, and completion ceremonies
- Organize events and presentations that promote the program and Aurora College
- Select and prepare materials for local career fairs
- Assume other tasks as may be initiated from time to time, including assistance with promotional activities
- Attend College team-building functions

## 5. College and program service

- Attend regular and relevant program, committee, faculty, and general staff meetings
- Assist other faculty and programs as required
- Undertake special projects to support adult learning in the community and through the College as assigned by the supervisor
- Participate in an appropriate share of institutional service assignments

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Detailed theoretical and practical understanding of specific subject matter of instruction
- Ability to research and update course support materials and delivery methods to maintain current program delivery
- Knowledge of adult education theory, program design, development, management, delivery, and evaluation
- Knowledge of adult instructional methods, program/project development and management, needs assessment and curriculum development
- Knowledge of educational issues in the NWT and challenges that adult students face in NWT communities
- Knowledge of all applicable laws, acts, regulations, rules, policies, guidelines, requirements, and codes in specific subject matter of instruction
- Knowledge of computer programs such as: word processing, spreadsheet, database, e-mail and Internet programs
- Knowledge of northern culture, cross cultural processes, and politics
- Ability to conduct basic academic counseling and provide life skill coaching
- Knowledge of the organization and structure of the College and the relationships between the College and various partners in the communities and across the Territories
- Demonstrated oral and written communication skills
- Demonstrated human resource and team building skills
- Proven organizational skills
- Proven skills in budgeting and anticipation of long-term needs and requirements of the program
- Ability to be involved in progressive, relevant, and ongoing, professional development activities as these activities are a required part of the profile of an instructor
- Proven ability to be adaptable and flexible in teaching approach

### **Asset**

- Coursework or certification in Adult Education
- A deep understanding of Aboriginal and Northern education issues

### **Typically, the above qualifications would be attained by:**

- Certification by NAV Canada as a Flight Service Specialist or an Observer Communicator.
- Completion of a college diploma
- 3 years' experience as a Flight Service Specialist or an Observer Communicator conducting aviation weather observations and advisory service
- 2 years' instructional experience in the field of Air Traffic Services in post-secondary and/or supervising in Air Traffic Services

- 2 years' experience working with the Northern air transportation sector
- A bona fide requirement of the job is the completion of six weeks of full time coursework in adult education within the first two years of employment and completion of a certificate in Adult Education within five years of hire.

## **WORKING CONDITIONS**

(Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

### **Physical Demands**

Instructors are required to be on their feet for up to 80% of their working day. There are physical demands associated with working on their feet. The practical nature of instruction may require the instructor to be involved with lifting heavy objects daily for up to half an hour such as boxes of books.

### **Environmental Conditions**

The incumbent is located in a pleasant instructional atmosphere. The incumbent is required to complete outdoor weather observations during the winter up to 6 hours per day. The incumbent may have to handle pressurized gas and thermometers containing mercury and alcohol.

### **Sensory Demands**

The incumbent must spend each day in concentrated listening and observing situations of both technical and interpersonal nature. The incumbent must also spend long hours each day on the computer, which requires attention to detail; and daily observation of student behavior, non-verbal communication and response.

### **Mental Demands**

Instructors are in a highly visible and responsible position which can at times be demanding and stressful. The incumbent may need to travel between various College locations occasionally. Therefore travel by winter road and/or small aircraft is sometimes required.

## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

No criminal records check required  
 **Position of Trust – criminal records check required**  
 Highly sensitive position – requires verification of identity and a criminal records check