



IDENTIFICATION

Department	Position Title	
Aurora College	Instructor, Carpentry	
Position Number(s)	Community(s)	Division/Region(s)
91-5940, 13207	Fort Smith	Education & Training

PURPOSE OF THE POSITION

The Instructor, Carpentry is responsible for the planning, organization, instruction, delivery and evaluation of educational programming for adults. The incumbent is responsible for instructing courses in the Apprenticeship Carpentry Program, evaluating the courses, supervising students in practical environments, and recommending changes/improvements as required. The incumbent will also be required to teach in other programs in the School of Trades, Apprenticeship and Industrial Training such as Housing Maintainer, Pre-Apprenticeship Carpentry, Trades Awareness, and Trades Access programs. 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 Apprenticeship Carpentry 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.

Instruction can be scheduled in a number of ways depending on the delivery approach of the particular course and/or program (e.g. semester, block, evening). The incumbent will be required to teach courses or modules in community locations or other campuses from time to time as required by the design format of the program. Instructors must instruct to defined and detailed instructional objectives and program standards. Those standards are imposed by relevant external accreditation organizations, associations, agencies government departments, and/or boards. The incumbent is required to complete ongoing professional development and maintain certifications and licenses as required by the Collective Agreement and program needs. The incumbent must also maintain currency of

knowledge and expertise through regular professional development, work experience and study.

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 lessons plans
- Prepare syllabi
- Deliver/instruct content using appropriate and varying instructional methods
- Develop/prepare instructional material
- Develop and revise course resources to ensure content is relevant, current, and meets professional and occupational standards
- 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 shops, 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 materials using a variety of media including print, visual and technology-based, to enhance instruction
- Review and revise program and course outlines, syllabi and lesson plans
- Collaborate with third-parties to develop unique tailored training, courses, and programs

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

- Complete reports as required such as student progress, registration, course and clearance reports
- Comply with and apply College policies and procedures
- Recommend material, equipment, supplies and resources for student instruction and shops
- In consultation with other instructors recommend program/course materials, books, supplies, equipment and other resources

- Monitor and recommend for maintenance of all heavy equipment utilized in program delivery
- Maintain student records/files, as appropriate, including attendance, correspondence, and evaluations

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

- Organize events and presentations that promote 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 graduation, convocation, and completion ceremonies
- Attend College team-building functions

5. College service

- Attend regular and extraordinary 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

- Comprehensive knowledge of education of specific subject matter of instruction
- Detailed theoretical and practical understanding of specific subject matter of instruction
- 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 our 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

- Ability to research and update course materials and delivery methods to maintain current programs
- Proven ability to be adaptable and flexible in teaching approach

Asset

- Certification in CPR/First Aid
- Coursework or certification in Adult Education
- A deep understanding of Aboriginal and Northern education issues

Typically, the above qualifications would be attained by:

- A bona fide requirement of the job is possession of an Interprovincial Journeyperson Certification in Carpentry
- Completion of College Diploma
- 3 years' experience in the field as a journeyperson Carpenter
- 2 years' instructional experience in the field of Carpentry in post-secondary and/or supervising Carpenters
- 2 years' experience working in the Northern construction 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

Physical Demands

There are extensive physical demands associated with this position. The incumbent is required to work in a practical environment such as a carpentry shop that has different physical demands more consistent with the Carpenter occupation such as lifting heavy wood and equipment and exerting physical force on equipment. Instructors are required to be on their feet for up to 100% of their working day. There are physical demands associated with working on their feet. The practical nature of instruction will require the instructor to be involved with lifting and pulling/pushing heavy objects and exerting physical activities in the workplace. The practical nature of the program is up to 60% of the position.

Environmental Conditions

The incumbent is located in a pleasant instructional atmosphere. The incumbent is required to work in a practical environment that has different environmental conditions more consistent with the Carpenter occupation and setting. The practical nature of this instruction exposes the instructor to high levels of noise from equipment and will expose the instructor to dust, smoke, and fumes from such equipment and lumber on average of 20 hours per week.

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 up to 20 hours per week in practical settings, which requires attention to detail; and daily observation of student behavior, non-verbal communication and response. The incumbent will be required to work in a practical environment that has different sensory demands more consistent with

the Carpenter occupation and setting than working on campus such as supervising student operation of equipment. While supervising students in a practical setting, the instructor must maintain constant vigilant attention to ensure student safety.

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