

## IDENTIFICATION

Department	Position Title	
Aurora College	Instructor, Carpentry - Itinerant	
Position Number	Community	Division/Region
91-NEW	Fort Smith	Education & Training

## PURPOSE OF THE POSITION

The Instructor, Carpentry - Itinerant (Instructor) is responsible for the planning, organization, instruction, delivery and evaluation of educational programming for adults. Working in collaboration with other instructors at Aurora College, the incumbent is responsible for instructing courses such as the Trades Awareness Program, Building Trades Helper Program as well as other programs in the School of Trades, Apprenticeship and Industrial Training. The instructor will also assist in the delivery of the Apprenticeship Carpentry Program as required. Responsibilities include evaluating the courses, supervising students in practical environments, and recommending changes/improvements as required. Responsibilities include 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

Located in Fort Smith, the Instructor will report to the Program Head, Apprenticeship, and will be required to instruct in the Building Trades Helper Program, Trades Awareness Program as well as other programs in the School of Trades, Apprenticeship and Industrial Training. The Instructor will assist in the delivery of 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 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 on a regular basis as required by the design format of the particular program. Typical off campus deliveries are normally one to two week sessions but may be longer depending on 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 Instructor 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 the 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. Instruct 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 meet 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.

## **WORKING CONDITIONS**

### **Physical Demands**

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 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. While supervising students in a practical setting, the instructor must maintain constant vigilant attention to ensure student safety.

### **Mental Demands**

The incumbent will be required to travel between various College locations occasionally. Therefore travel by winter road and/or small aircraft is sometimes required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of education of specific subject matter of instruction.
- 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 and/or the ability to acquire knowledge of educational issues in the NWT and challenges that adult students face in NWT communities.
- Knowledge of and/or ability to acquire/apply knowledge of relevant 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 mentoring/support and provide life skill coaching.
- Ability to acquire knowledge of the organization and structure of the College and the relationships between the College and various partners in the communities in the NWT.
- Oral and written communication skills.
- Human resource and team building skills.
- Organizational skills.
- 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.
- Ability to be adaptable and flexible in teaching approach.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

An Interprovincial Journeyperson Certification in Carpentry, and three (3) years of experience in the field as a journeyperson Carpenter, as well as two (2) years of instructional experience in the field of Carpentry in post-secondary and/or supervising Carpenters.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

Completion of the CAEd course, Instructional Skills Workshop is required within the first four months of employment.

### **Position Security**

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

### **French language (check one if applicable)**

- French required (must identify required level below)

Level required for this Designated Position is:

**ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

**READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

**WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

### **Indigenous language: Select language**

- Required
- Preferred