

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1794
Position Title: Instructor, TIOW
Department: Continuing Studies

Headquarters: Whitehorse
Supervisor's Title: Department Head
Date Description Completed: April 2/07
Revised: December 5, 2017

PART II - SUMMARY (broad statement of why position exists)

In consultation with many community partners and reporting to the Department Head of Continuing Studies, this position assists with the ongoing review and updating of course curriculum, the screening and selection of student participants, and the delivery of appropriate instruction and facilitation that best allows for student success in finding and retaining employment or continued education and training. Performs other related duties as required.

A. Duties and Responsibilities

1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):

Instruct/ develop programs and courses for purposes of employment entry, further education or training, and/ or professional and personal development, by:

- a) Planning, organizing, and conducting both theoretical & practical lessons in subject areas of instruction;
- b) Consulting and liaising with other instructors as needed, to integrate program/ course content of to team-teach;
- c) Assigning and reviewing work of students;
- d) Building and liaising with community partners (NGOs, business, gov't and other industries) to help provide successful job placement opportunities to assist with future employment of students
- e) Coordinating the student placements and supervising the practicums
- f) Maintaining accurate records of student assessments, progress reports, attendance, background information terminations, final reports, and placement/ employer requests, etc;
- g) Liaising with Admissions, Counselors, and other staff on items such as student admissions, counseling referrals, learning assistance, and student discipline/ attendance problems;
- h) Researching and maintaining effective curriculum through reviewing, writing instructional materials, learning material aids, and assessing audio-visual resources for content and accuracy.

Approximate percentage of job time above functions are performed: 80%

2. Other Principal Activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

- a) Prepare annual Capital and O&M budget estimates covering program/ course needs for submission to supervisor; requisition supplies, equipment, and repairs against budget allocations; and maintain an inventory of program supplies and equipment.

- b) Report status and progress of programs and courses and make recommendations on new and existing program proposals, implementation, and delivery to the Dean on a regular basis.
- c) Coordinating the student placements and supervising the practicums
- d) Maintain currency in subject area and in adult education & ensure program/ course relevance by participating in relevant professional activities and liaising with other instructors/ institutions.
- e) Serve as a member on committee(s) as relevant.
- f) Advise prospective and registered students regarding their academic programs.
- g) Other duties as assigned.

Approximate percentage of job time above functions are performed: 15%

3. Examples of Additional Divisional Activities which may be performed:

Advisory role for Program Advisory Committees; contacts with employers; Student Faculty Advisor; writing reports as requested; participating in program evaluation, liaising with brokering institutions/ agencies as required.

Approximate percentage of job time above functions are performed: 5%

4. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position?

Approximately one (1) year.

B. Problem-solving and decision-making

1. a) List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:

Yukon University Act; Yukon University Policy and Procedures Manual; student regulations; Yukon Human Rights Act; Canada Copyright Act; relevant occupational certification standards and requirements (Apprenticeship, Occupational Health & Safety Act, professional designations etc.)

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

Yes-interpretation of policy/ procedures and enforcement of all the above.

2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:

Supervisor –regarding budget input, purchase of instructional materials, capital expenditures, training and development needs, facility modifications, program changes, transfer, placement, and termination of students, policies and procedures.
 Colleagues-regarding program/ course content, learning activities, instructional strategies, student progress.

b) Who normally makes the final decisions with respect to those recommendations?

Designated supervisor

3. a) Describe the kinds of final decisions regularly made for which the incumbent is held

accountable.

Student assessment, preparation and use of instructional materials; selection of appropriate teaching methods.

b) What is the direct impact of those decisions?

Quality instruction, student retention and progress in University programs/ courses, and apprenticeship programs, advanced standing in other programs (as applicable), employability, transferability, etc.

C. Freedom to Act

1. Describe the way in which this position receives direction:

From the supervisor via group meetings and/ or individual discussions; from University Mission statement and goals/ objectives; from approved policies and procedures.

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?

See B.1 a) above

3. How is the work of the position normally checked or evaluated?

Through supervisor's visits; self, peer, student, and supervisory evaluations; feedback from employers and/ or departmental and University managers.

4. What types of decisions are normally referred to the supervisor? (Give examples)

Budget input and changes; changes in programs and courses; curriculum changes; scheduling in co-operation with other program areas; policy matters, student termination.

D. Financial Accountability

1. a) Annual Budget (for unit under the direct control of the position):

Fiscal year:	\$ N/A
Annual payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$

b) Who prepares this budget?

Dean in consultation with instructor

c) What is this position's accountability for budget once allotted?

N/A

d) Does position have authority/ability to reallocate resources? (Describe)

No

e) Signing authority levels:

None

2. Other expenditures or revenues influenced by this position and how.

Recommendations regarding program related capital and O.M. acquisitions.

E. Management Supervision of Human Resources

X 1. No direct supervisory duties.

_____ 2. Supervisory duties.

a) Number of positions supervised directly:

Permanent _____

Aux/Casual _____

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

- _____ a) show colleagues how to do tasks
- _____ b) train other employees in work procedures
- _____ c) assign work and review for quality/quantity
- _____ d) establish work priorities and schedules
- _____ e) change duties and responsibilities
- _____ f) participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- _____ g) recommend appointment or rejection upon completion of probationary period
- _____ h) interview employees with attendance or performance problems
- _____ i) act as first formal step in the grievance procedure
- _____ j) interview candidates for vacant positions in the unit
- _____ k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- _____ l) other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
1. Instructors	Advice	Daily
2. Students	Instruction & Supervision	Daily
3. Department Head (Supervisor)	Direction	Daily
4. Dean	Direction	Weekly
5. Registrar	Information	As required
6. Student Counsellor	Information/ referral	As required
7. Employers –business/ industry reps	Information	Daily
8. Professional Colleagues	Information	As required
9. Community Campus staff	Information/ liaison	As required
10. Advisory/ Community groups	Information/ liaison	As required
11. Support Staff	Consultation/ information	As required

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Audio-visual equipment	Instruction	As required
Program related equipment	Instruction	Daily

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Program related equipment or materials	up to 25 kg	As required

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Standing	45%
Sitting	40%
Lifting	10%
Driving	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
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d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Travel –occasional requirement To stay in less than ideal facilities	0-5%

e) Interpersonal Conditions: Check any of the following conditions, which are normal and expected in the job and give examples:

- High level of dissatisfied clients
- High level of emotional clients
- Potential physical abuse from clients
- Regular critical deadlines
- High level of irregular critical deadlines
- Constant interruptions
- Instructions from more than one source
- Students or staff under work related stress
- Other: students under personal or work related stress

Examples in support of above: Course commencement and completion dates

f) Travel Required

- | | |
|---|----------------|
| a) Average number of trips annually | -approximately |
| b) Average number of days per trip | -approximately |
| c) Average distance per trip | -approximately |
| d) Most frequent mode of transportation | -motor vehicle |

*estimated average only –travel to/ from communities to deliver programs/ courses; undertake training as required. Some positions require extensive or extended travel (e.g., work assignments to mobile instructor units).

I. Organization Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Department Head, Continuing Studies
Classification Level: 11

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Instructors Classification Level: 9	Title::Instructor/Coordinators Classification Level:	Title::Coordinators Classification Level
Title: :Coordinator/Tutors Classification Level:	Title: Classification Level:	Title: Classification Level

SUBJECT POSITION TITLE: Instructor, TIOW

SUBORDINATE POSITIONS:

Title: Classification Level: No. of Employees:	Title: Classification Level: No. of Employees:	Title: Classification Level: No. of Employees:
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PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....
Dean/Director or Designate

.....
Incumbent

Date:

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Strong instructional skills
- Instructional experience relating to skill development and employability
- Instructional techniques, practices, and strategies in an adult education environment.
- Basic Computer applications.
- Knowledge of distance learning methodologies and technologies and willingness to use and stay current.
- Effective interpersonal and conflict resolution skills
- Plan, organize, develop and/or conduct courses, workshops or lessons.
- Work effectively in a team environment.

Write/adapt and develop curriculum.
Strong Interpersonal skills
Advise students on academic/personal issues.
Assist student learning through the distributed learning process.

B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.

Related post-secondary degree

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

PART V – UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....
Director, Human Resources Services

.....
University Vice-President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills:
Accountability:
Mental Demands:
Working Conditions:
Total Points:
Pay Level:9.....