

Job title	<i>Instructor, English</i>
Reports to	<i>Chair, Liberal Arts</i>

Job purpose

Reporting to the Chair, Liberal Arts, this position is responsible for the development and instruction of courses in the primary subject area (English literature and composition). It also supports instructional administration and program relevance.

Duties and responsibilities

1. Major function – the single 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 through classroom and/or distance learning technologies in relevant subject areas of instruction (English literature and composition) to students in local or distance classrooms, home study or through the Internet.
- b) consulting and liaising with other instructors as needed, to integrate program/course content or to team-teach
- c) advising prospective and registered students regarding their academic programs
- d) assigning and reviewing students' work
- e) maintaining accurate record of student assessment and evaluation
- f) liaising with Admissions, Counselors and other staff on items such as student admissions, counseling referrals, learning assistance and student discipline/attendance problems
- g) Researching, developing and maintaining effective curriculum through reviewing current research and texts in the field, writing instructional materials and learning material aids, applying distance learning technologies, and assessing audio-visual resources for content and accuracy.
- h) Maintaining currency in subject area and in adult education, and ensuring program/course relevance by participating in relevant professional activities and liaising with other instructors/institutions

Approximate percentage of job time major function is performed: 80%

2. Other principal activities (describing for each what, why and how, and approximate percentage of job time require, rounded off to the nearest 5%, e.g., 20%):

Supports instructional administration and program relevance by:

- a) Reporting status and progress of programs and courses, and making recommendations with respect to new and existing program proposals, implementation, and delivery to the Chair or Dean on a regular basis
- b) Conducting English scholarship and disseminating findings through scholarly outputs, as required and subject to funding

- c) Serving as a member on committees as assigned
- d) Performing other related duties.

Approximate percentage of job time major function is performed: 20%

3. Examples of additional divisional duties which may be performed:

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

Qualifications

- Advanced credentials within the relevant instructional field: PhD or Master’s in English, or PhD or Master’s in a closely related field, combined with relevant professional or teaching experience
- Knowledge of English literature and composition
- Instructional experience in teaching adults English
- Knowledge of cross-cultural issues and northern concerns
- Curriculum development and instructional experience, in an adult education environment
- Knowledge of instructional technique and strategies
- Knowledge of distance-learning methodologies and technologies and willingness to use and stay current
- Ability to research, develop, instruct, and evaluate lessons/courses/programs
- Ability to advise students on academic issues/concerns
- Ability to use a variety of computer software/applications
- Able to plan, organize, develop and /or facilitate courses, workshops or lessons
- Commitment to and interest in maintaining research activities in both content area and in adult education.
- Effective interpersonal skills
- Ability to communicate effectively both orally and in writing

Working conditions

Normal class and office environment.

<u>Type</u>	<u>Percentage of time</u>
Standing	50%
Sitting	30%
Lifting	1%
Driving	0-5%

Physical requirements

Program related materials and equipment up to 10kg approximately 1% of work time.

Direct reports

There are no direct reports to this position.

Approved by:	
Date approved:	
Reviewed:	