

Yukon College
Statement of Qualifications
Instructor, Faculty Development

Department: Teaching and Learning Centre (TLC)

Date: November

Essential Qualifications (assessed in screening process)

Education and Training Master's degree in a related discipline (i.e., Education)

Demonstrated Abilities: Experience teaching in an college or university setting
Experience with instructor professional practice development, ideally as a trainer, coach or mentor;
Experience in instructional design, developing and revising content, learning activities and assessments, curriculum conversion from traditional to technology enhanced or technology based delivery methods;
Experience using a Learning Management System (LMS) or combination of LMS plus various educational technologies;

Equivalency: Consideration may be given to those with an appropriate combination of education and experience.

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Comprehensive and current knowledge in content area of instruction (ie. Instructional design, curriculum development, educational technologies)
- K.2 Knowledge of current adult education theory and best practices, and tools and trends in education technology and distance learning;
- K.3 Knowledge of administrative procedures and practices;

Abilities:

- A.1 To coordinate, research, develop, instruct, and evaluate courses/workshops/training activities.
- A.2 To train, coach, mentor, and instruct adults on best practices for teaching and optimizing student engagement in various teaching methods and technologies (i.e., LMS, distance learning, face-to face)
- A.3 To consult with divisions and maintain effective working relationships with other staff, students, and the community.
- A.4 To research and learn various new technology and computer software to enhance the delivery of programs.
- A.5 To develop instructional support resources
- A.6 To write/adapt/revise curriculum and program information.
- A.7 Ability to assess and document student characteristics, needs and profiles.

Personal Suitability:

- PS.1 Strong communication skills, both orally and in writing.
- PS.2 Effective interpersonal skills, particularly in dealing with diverse client demands.
- PS.3 Ability to take initiative and work independently.
- PS.4 Ability to work collaboratively as a member of a diverse team to develop, promote, implement and evaluate programs that support the educational, social and cultural goals of Yukon College;
- PS.5 Ability to positively represent Yukon College with colleagues, clients, and the community.
- PS.6 Commitment and interest in maintaining research activities in both content area and in adult education.

Conditions of Employment:

Variable work schedule: Some evenings, weekends and noon hour periods may be Scheduled.