

The teaching faculty of North Island College are responsible for implementing the College's vision, goals, and objectives as they relate to teaching and learning. To carry out their teaching assignments, faculty use organizational skills, inter-personal skills, and their knowledge of subject matter, pedagogy, and curricular design. In addition, they have a responsibility to serve as role models for students and colleagues.

The responsibilities and typical duties listed below constitute a generic job description for teaching faculty whose responsibility may be for the delivery of scheduled classes, the support of self-paced, on-line, and distance courses, and/or instruction and supervision in laboratories, practicums, shops, etc.

Position Competencies

Creates a Positive Climate and Culture;
Effective Communication Skills;
Effectively Develops Goals & Objectives;
Focuses Effectively on Key Results and Priorities;
Demonstrates a Focus on Continuous Improvement;
Interpersonal Effectiveness.

Duties and Responsibilities

INSTRUCTIONAL

To plan and prepare learning materials for instructional environments;
To use a variety of approaches and materials, as appropriate, in order to address different learning needs;
To teach in assigned subject areas and to include in courses, and in course outlines, all required subject matter or skill activity;
To direct student learning in a positive, supportive, and caring environment;
To be available to students regularly during scheduled office hours and classroom hours, to discuss their progress and other issues that influence their learning. (32.5 hours/wk.)
To clearly communicate in writing learning outcomes for programs and courses, and the way in which learners will be evaluated against those outcomes;
To design and conduct evaluations or appraisals of students and to keep students informed of their progress;
To submit grades in a timely manner, in accordance with Policy 4-15, Reporting Final Grades;
To maintain records of student enrolment and achievement and other records required by the College and affiliated agencies.
At the end of employment with the College, to submit marks and student records to the Supervisor.

2.0 TYPICAL PROFESSIONAL DUTIES OF INSTRUCTIONAL FACULTY

To be aware of, and to work within, College educational policies;
To be aware of the Education and Strategic plans and to contribute to their development and assist in the achievement of its goals and objectives;
To advise the Supervisor, within a reasonable time frame, of items that need to be ordered so that inventories of books, supplies, and equipment are adequate for the courses taught;
To advise the Supervisor regarding enrolment management (recruitment and retention) strategies for their areas of responsibility;
To advise the Supervisor responsible, and the appropriate Administrator and/or Campus Health and Safety Committee, of any health and safety concerns and to assist, where possible, in rectifying the problem;
To demonstrate knowledge of computer applications appropriate to the teaching environment;
To maintain continuous professional development of competencies and qualifications as required in the appropriate discipline;
To participate actively as a contributing member of the College community on College committees and other College-wide activities, where appropriate;
To participate in department meetings and other department activities during normal working hours, when possible;
To undertake other related responsibilities and duties which may be assigned by the College when course load permits

Qualifications

Registered Forestry Professional
Minimum of two years recent experience in the Forestry sector

Successful experience instructing adults at a post-secondary level; a minimum of one year is preferred; Completion of the Provincial Instructors Diploma program is preferred; candidates currently undertaking this training may be considered.

Required Knowledge, Skills, & Abilities

Knowledge of or experience teaching the specific BC provincial curriculum of your trade;
Ability to demonstrate effective team behaviours, support cooperative and effective working relationships and contribute to shared team goals;
Excellent interpersonal, oral and written communication skills;
Demonstrated excellent instructional abilities, using creative and motivating approaches to stimulate learning;
Excellent organizational and time management skills with the ability to plan and prioritize, and efficiently meet deadlines;
Basic level of proficiency with MS Office software applications.