

Job Description for Temporary, Casual or Interim Positions

Job Title	Educational Instructor		
Interim Job Code	INT074	Pay Grid	Temporary
Student Work Program Job Code	WPS074	Pay Grade	Level 5

Job Summary

Responsible for the design, development and delivery of course content and develop methods to assess and evaluate student progress. Complete formative and summative evaluation of students.

Accountabilities

1. Develop an instructional plan for the course and complete pre-course preparation including preparation for online course site and resources.
2. Teach the course including preparing and delivering lectures, leading classroom (in-class or online) discussions and working with student groups.
3. Assess student progress by creating, administering and grading tests and exams, as well as developing and grading assignments.
4. Supervise teaching assistants, including coordinating the submission of onboarding documents, monitoring office hours and communications with students
5. Respond to student inquiries and provide timely support via email, phone, or in-person meetings.
6. Adhere to the requests of the administrative office for timely submission of contracts and student grades.

Qualifications

Education: Bachelor's degree in a relevant field of study with a professional designation or Master's Degree is preferred.

Experience: Teaching experience is preferred. At least 3 years of relevant experience.

Working Conditions

- Typical classroom environment and/or online learning environment.
- Work is performed independently.
- Supervising of teaching assistants.