

**CLASSIFICATION GRID:** 10 NEW GRID 31  
(As of April 1, 2019)

**BENCHMARK TITLE:** INSTRUCTOR

**BENCHMARK NUMBER:** 82122

**JOB FAMILY:** CLIENT SERVICES

### **SCOPE AND LEVEL DEFINITION**

Teaches students with mental, developmental, and/or physical disabilities, in a structured educational setting, to enable the development of skills necessary for increased employability and/or personal independence. Develops course curricula, formally evaluates student performance, and provides input into program evaluation.

### **TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Teaches students using a variety of instructional methodologies to enable the development of skills necessary for increased employability and/or personal independence.
2. Designs curricula and lesson plans for courses such as computer skills, hospitality industry training, and woodworking. Modifies lesson plans according to factors such as student skill level, student goals, and mental health and behavioural barriers.
3. Formally evaluates students in areas such as technical and interpersonal skill development, provides students with feedback, and prepares progress reports.
4. Provides input and makes recommendations to the Manager on issues such as program evaluation and organizational policies.
5. Collaborates with counsellors in order to provide and attain information that assists in maximizing student potential in meeting their goals.
6. Provides crisis intervention and responds to emergency situations as required, in accordance with established policy.
7. Liaises with industry and community members to provide information such as programs offered, and to acquire information such as industry developments and employment standards.
8. Completes and maintains related records and documentation such as student evaluations, attendance records, schedules, and waitlists.
9. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Diploma in Community Social Service
- Certificate in First Aid
- Recent, related experience of two years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to establish and maintain rapport with clients
- Conflict resolution skills
- Ability to teach
- Leadership and motivational skills
- Knowledge of educational methodologies and instructional techniques