

<u>Appointment Title</u>	Instructor (Instr)
Alternate Title	Nil.
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Instructor is responsible for delivering high-quality instruction to cadets for practical, theory, in-person, and online lessons.
Reports to	Senior Training Cadet (Sr Trg Cdt)
Responsible for	Nil.
Number of Positions	As required.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Knowledge of cadet corps/squadron structure. <input type="checkbox"/> Familiarity with Cadet 365 and MS Office applications. <input type="checkbox"/> Familiarity with principles of instruction. <input type="checkbox"/> Familiarity with classroom management techniques. <input type="checkbox"/> Familiarity with PO/EO content. <input type="checkbox"/> Completed PO 309. <input type="checkbox"/> Familiarity with Qualification Standard and Plans (QSPs), assessment, and training documents. <input type="checkbox"/> Familiarity with instructional methods for in-person and online learning. <input type="checkbox"/> Experience determining the training objectives of a lesson. <input type="checkbox"/> Experience instructing at a zone, regional, or higher level. <input type="checkbox"/> Completed PO 409.

Primary Duties	<input type="checkbox"/> Prepare for instructional periods by creating lesson plans, training, and learning aids.
	<input type="checkbox"/> Collaborate with other instructors to produce training materials, plans, and aids.
	<input type="checkbox"/> Request supplies and equipment from the Stores Assistant well in advance of lesson delivery date.
	<input type="checkbox"/> Collect and return training supplies and equipment from the Stores Assistant.
	<input type="checkbox"/> Make requests for purchase of supplies and equipment for training to the Training Assistant.
	<input type="checkbox"/> Deliver periods of instruction IAW the corps/squadron training schedule and plan.

	<input type="checkbox"/> Manage classroom and outdoor environment to promote learning.
	<input type="checkbox"/> Inform cadets of upcoming training and assessments.
	<input type="checkbox"/> Adhere to Qualification Standard and Plans (QSPs), Instructional Guides (IGs), and Activity Guides (AGs).
	<input type="checkbox"/> Coach cadets through application of practical and theory concepts.
	<input type="checkbox"/> Assist with cadet's individual learning.
	<input type="checkbox"/> Provide constructive feedback to cadets on a regular basis.
	<input type="checkbox"/> Work in a team environment and contribute to team goals.
	<input type="checkbox"/> Communicate changes in availability to Trg O so that replacement instructors may be scheduled.
	<input type="checkbox"/> Seek opportunities to expand knowledge and skills in areas of instructional responsibilities.
	<input type="checkbox"/> Liaise with Standards and Training Departments to conduct assessments and feedback sessions with cadets.
	<input type="checkbox"/> Contribute to promotion, appointment, and training meetings.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
	<input type="checkbox"/> Other duties as assigned by the Senior Training Cadet.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.