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**JOB DESCRIPTION - Instructor**

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**REPORTS TO:** Lead Instructor  
**EFFECTIVE DATE:** 02/01/2021  
**REPLACES:** 03/12/2020  
**FLSA:** Exempt

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**JOB SUMMARY**

The Instructor's primary responsibility is the instruction and guidance of students within the Great Lakes Boat Building School (GLBBS) approved curriculum. This role is responsible for adhering to recognized curriculum standards, and compliance with instructional guidelines as defined by the Director of Education or President. Work includes course delivery administration of tests (or equivalent course criteria), and the tabulation and submission of students' final course grades.

**QUALIFICATIONS/EDUCATION:**

- High School diploma
- 3 + years industry relevant work experience in boat building trade specific to program (ie. marine systems, wooden boat building etc.)
- Teaching or training experience or certification preferred.
- ABYC Certification or ability to be certified within 3 years- Master Tech
- Possess computer skills with experience in Microsoft Suite and Google Suite
- Be able to work within a team management system
- Possess positive interpersonal skills along with professional and creative written and oral communication skills
- Able to travel
- Able to work 40 hours per week with occasional evening and weekend hours

**DUTIES AND RESPONSIBILITIES:****Program Development**

- a) Curriculum development and enhancement, including development of syllabus, course outlines and production schedules for the full-time programs.
- b) Stays current on technological changes, developments in subject area, and innovative teaching techniques.
- c) Understands and promotes a learning environment that supports diversity and incorporates a sensitivity to diversity in the workplace
- d) Develops and maintains industry relationships including participation in GLBBS Program Advisory Board meetings.

**Full Time Program Instruction**

- a) Prepares all preparatory work and other requisite materials for program delivery, including syllabus, course outlines, production schedules, quizzes, tests, assignments, lesson plans, field trips and guest lecturers.
- b) Maintains the shop/lab, ensuring student safe and continued access to adequate tooling, equipment, machinery and supplies.
- c) Drives student outcomes toward the successful accomplishment of established educational goals and objectives. Includes the grading and advising during the evaluation process.
- d) Delivers the curriculum as developed using text books, videos and lectures as the primary teaching instruments.
- e) Maintains shop safety standards, including enforcing and maintaining a clean and orderly shop environment.
- f) Upholds student policies per catalogue and policy guidelines (ie. attendance).
- g) Advises students and records student advising activities per school policy.

#### Instructional Projects

- a. Evaluates prospective projects for suitability to meet student objectives and outcomes.
- b. Plans and develops project timelines & cost analysis for materials.
- c. Maintains current and accurate inventory of all equipment, tools, and supplies necessary for projects.

#### **DECLARATION OF EXPECTATIONS**

*The Instructor will demonstrate a commitment to providing quality education to students; ethical, fair, and honest practice; and compliance with accrediting standards and applicable federal, state, and local requirements.*

*The above statements reflect the general details considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job, or required by their immediate supervisor.*