

English / Communications Instructor

Description:

CBD College is a non-profit, Private Post Secondary Healthcare Career College with an emphasis on in-demand medical careers. **CBD College** has been providing quality education and training for over 32 years and is looking for a Part time **English / Communications Instructor**. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

SUMMARY:

Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. Responsible for organizing and implementing an instructional plan that will result in students achieving academic success in accordance with CBD College policies. All faculty must be familiar with program goals, be able to demonstrate the ability to develop an organized plan of instruction and evaluation, and have appropriate credentials for the learning areas they teach.

*This is a **Part Time** position.*

JOB FUNCTIONS:

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assist in assessing changing curricular needs and offer plans for improvement.
- Maintain effective and efficient record keeping procedures.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with students, and other professionals on a regular basis.
- Collaborate with peers to enhance the instructional environment.
- Model professional and ethical standards when dealing with students, peers, and community.
- Ensure that student growth and achievement is continuous and appropriate for subject area, and/or program classification.
- Assume responsibility for meeting his/her course and college-wide student performance goals.
- Conduct assessments through a variety of testing techniques
- Participate in training and presentations about professional development and educational topics including but not limited to e-learning techniques.
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Perform other duties and responsibilities as assigned by their supervisor. All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess strong oral and written communication skills
- Work independently with little direct supervision
- Work as part of a team
- Accept responsibility and is self-motivated
- Demonstrate strong work ethic to achieve academy goals
- Display effective multi-tasking and time management skills

MINIMUM ENTRY REQUIREMENTS:

- Bachelor's Degree in English or Communications
- Master's strongly preferred
- Teaching experience at post-secondary level in English or Communications required