
Site Leadership Team

Course Instructor: *Job Description*

Primary Responsibility

Prepare lessons in advance, extract key points for reinforcing the material and oversee the overall flow of the class. Teach the Jobs for Life curriculum in a caring and professional manner, set the stage for learning, create an atmosphere for interaction, work with Small Group Discussion Leader and Champions to ensure that students are applying JfL principles, and help every student move closer to JfL Graduation.

Works closely with: Site Leader, Champion Team Leader and Champions, Small Group Discussion Leader

Planning:

- Prepare and think of creative and fun ways to deliver the course content
- Before each lesson, read through the entire lesson twice and have a clear understanding of the lesson purpose, focus objectives and goals, understand the flow of the class, and extract key points that you can use to reinforce teaching points provided throughout the lessons
- Create a contact list for all Champions so that you can work with them to ensure the success of every student committed to completing the JfL training
- Work with Site Leader to schedule, invite and equip guest speakers to include: a clear explanation of the relevant focus needed for their presentation, an overview summary of JfL training, the date and time allotted for their involvement and general class demographics.
- Work with Site Leader in advance of classes to ensure that all materials are on hand for an effective lesson delivery
- Work with Site Leader and other volunteers to ensure that the proper amount of time is allocated and all of the needed resources (food, beverages, etc.) are prepared in advance of each class
- Review a career guide profile to gain a better understanding of the value and expected outcome of The Career Key Assessment (Class 3)

Estimated Time per Week: 6 to 8 hours



Effective Skills/Attributes Include:

- Excellent communication and presentation skills
- Effective organization and planning skills
- Eagerness to learn
- Humble and sensitive approach to instruction of adult learners
- Emotional and spiritual maturity
- Determination and perseverance
- Patient, well balanced
- Dependable
- Personable

Suggested Course Instructor Timeline:**Two weeks Prior to Session:**

1. Begin preparing for the lesson. Read through the lesson to become familiar with the key principles and/or skills that will be taught and the tools that will be needed. Confirm that all of the materials needed are on hand.
2. Review the lesson's Required Task and confirm that the appropriate number of Required Task handouts will be on hand for that class.
3. If the lesson includes a small group discussion, confirm with the Site Leader that Discussion Leaders have been scheduled.
4. If the lesson includes outside guests from the business community, confirm with the Site Leader that the appropriate individuals have been scheduled and that they understand the given timeframe and what will be expected of them during their class participation.

One week Prior to Session:

To ensure effective lesson delivery, take time to review the lesson plan at least one week prior to its presentation date to provide the necessary time to collect and prepare needed materials.

Day of Session:

1. Arrive early enough to set up training materials and classroom, to prepare for the class time, and to join students and volunteers for the pre-class meal.



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2. Take the time to greet and interact with students who may arrive early. The more opportunity students have to get to know and interact with you, the more attentive and engaged they will be towards what is being taught.
 3. Remember: Be personally involved without relinquishing leadership.
 4. Always start and end the class on time. Don't forget - you model what will be expected by the student in the workplace.

After Class Session:

1. If possible, remain afterward to visit with students as they leave class. Take time to review your lesson notes from each class to determine what is needed for future lesson reviews.
2. Take time immediately following the class to assess the effectiveness of that lesson as a way to prepare for the next training session. If your site has shared training responsibilities, it will be important to stay in communication with any other JfL Course Instructors to:
 - Discuss and update each instructor on principles/skills covered to date
 - Assess the class progress
 - Agree to any necessary adjustments needed to meet established JfL training objectives
 - Discuss concerns and challenges, along with possible solutions relevant to student learning
 - Ensure that every JfL student received the necessary assistance to successfully complete Jobs for Life training

