

Job Description

The job title: EAP Instructor

The initial job duties the Employee will be expected to perform:

- Deliver EAP courses per term in accordance with the curriculum of the college, including lesson planning, preparation, grading, and all other instructional responsibilities;
- Review, grade and mark student work and provide students with substantial, timely, and serviceable feedback on that work, including any and all exams;
- Establish, promote and maintain a focused and productive classroom learning environment;
- Develop appropriate course materials, student assignments, and end of course examinations, as needed;
- Contribute to review and revision of the curriculum;
- Contribute to and participate in staff development sessions, regular staff meetings, and ongoing program development;
- Assist in student orientation as required, including support in placement test proctoring and scoring;
- Assist in the development of an effective relationship between the college and other colleges and universities.

The Employee agrees to be employed on the terms and conditions set out in this Agreement. The Employee agrees to be subject to the general supervision of and act pursuant to the orders, advice and direction of the Employer.

The Employee will perform any and all duties as requested by the Employer that are reasonable and that are customarily performed by a person holding a similar position in the industry or business of the Employer.

The Employer may make changes to the job title or duties of the Employee where the changes would be considered reasonable for a similar position in the industry or business of the Employer. The Employee's job title or duties may be changed by agreement and with the approval of both the Employee and the Employer or after a notice period required under law.

The Employee agrees to abide by the Employer's rules, regulations, policies and practices, including those concerning work schedules, vacation and sick leave, as they may from time to time be adopted or modified.