

Terms of Reference: Instructors

1. The instructor is responsible to the Level Officer for the performance of duties.
2. The instructor will ensure that a lesson plan is prepared for every class he/she teaches. The lesson plan will follow the guidelines as outlined by the Star Level Pams. Lesson plans will be submitted to the Training Officer for review NLT the Monday (for paper copies) or the Wednesday (for electronic copies) prior to the class.
3. The instructor is responsible for finding an alternate instructor if he/she is unable to teach the lesson(s).
4. The instructor is responsible for checking the training board and the corps' website to find out what classes he/she will be teaching.
5. The instructor will ensure that visual aids are prepared (when necessary) to help the cadets better understand the concepts taught.
6. Each instructor is responsible for taking attendance at the beginning of each class. This attendance list will be handed in to the Training Officer at the end of each training night.
7. The Level Instructor is also responsible for the cadet instructors and will carry out the duties of the Level Officer in their absence.
8. Perform other duties as assigned by the Level Officer.