

**Role of Course Instructor**

**Role of the Instructor**

The primary role of the instructor is to facilitate the acquisition of knowledge and skills related to the established course competencies. The instructor’s purpose in the asynchronous, on-line courses is to ensure that the trainees can navigate the course site, access all course materials, monitor trainees’ progress towards completion, facilitate dialogue and learning within each cohort (class) of trainees. In addition, the instructor should reinforce the application of course concepts, strategies, processes, tools and resources as it relates to the discussion boards, activities and field based assignments.

**Primary Responsibilities**

1. Facilitate the initial Meet and Greet webinar where the class of trainees would get to know each other, the requirements of the course are reviewed, the role of the mentor for each trainee is explained and instructions are provided on how to navigate the course.
2. Ensure and assist, if necessary, that all trainees recruit a mentor to support them with their field based assignments and, possibly, act as an external resource related to the trainee’s acquisition of employment service knowledge and skills.
3. Be available to answer questions and assist trainees when they have difficulties navigating the course, submitting activities and assignments or clarifying course concepts.
4. Review all submitted activities and field based assignments, provide a numerical grade as well as specific feedback and recommendations through written comments for each trainee in a timely manner.
5. Monitor the weekly discussion boards, provide input into the discussion threads, provide a numerical grade for all discussion board participants and summarize the ‘take aways’ for each weekly discussion.
6. Monitor course progress for all course trainees and support their completion of the course requirements.
7. Facilitate the graduation webinar/conference call where the course concepts are reviewed and feedback provided by the trainees.

**Instructor Qualifications**

1. Working knowledge of the employment services process and the general concepts offered in the course materials.
2. Knowledge and experience conducting discovery and assessment activities with job seekers with a disability or other barriers to employment that leads to successful job matching.
3. Knowledge and experience conducting job development activities with local employers that leads to successful job placements.
4. Knowledge and experience conducting job coaching and/or other workplace supports for employees with a disability or other barriers to employment that leads to successful job retention.
5. Ability to work with learning management systems necessary for on-line instruction.
6. Ability to effectively communicate the application of course concepts and strategies, specific examples and success stories as well as feedback to trainees that facilitates their learning and skill development.