



# Position Description – Instructor

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<b>Position Title of Supervisor</b>	Course Director
<b>Name of Supervisor</b>	Person varies between States

## 1. Objective of Position

To conduct ASPA training programs, courses and modules.

To coordinate practicals, scenarios and act as role players for examinations.

Instructors are required to have Certificate Level IV in Work Place Training (or equivalent), and must have completed the ASPA one day train-the-trainer program and the ASPA Trainers Induction course.

Instructors are NOT expected to assess students.

## 2. Organisational Relationships

- (i) **Position Title of Supervisor**  
Course Director
- (ii) **Position Titles which also report to Supervisor**  
Assistant Instructor, Examiner, Lecturer
- (iii) **Position Titles that report to this position**  
Assistant instructor

## 3. Organisational Context of Position

The Australian Ski Patrol Inc (ASPA) is a national volunteer organisation whose purpose is to serve the public in the rescue and first aid treatment of injured visitors to alpine areas; to promote awareness of safety and establish safety standards in Australian Alpine Areas; provide first aid training and examination courses for and on behalf of its members.

This position is one of many that are nominated prior to the commencement of a course or program. It is supervised by a qualified trainer (Course Director or Examiner) in all aspects of training and assessment.

The position may independently prepare lessons in accordance with ASPA course outcomes and deliver training



#### **4. Key Accountabilities**

- a. Demonstrates and teaches patient care in classroom and clinical units to ASPA students
- b. Instructs students in principles and application of physical, biological, and psychological subjects related to ski patrolling
- c. Prepares and delivers lectures to students, conducts and supervises practical work, issues assignments, and directs seminars and panels.
- d. Supervises assistant instructors and demonstrates patient care in clinical units
- e. Participates in planning curriculum, teaching schedule, and course outline.
- f. Cooperates with medical and Ski Patrol personnel in evaluating and improving teaching and patrol practices.
- g. May specialise in specific subject, such as anatomy, psychology, or nutrition, or in a type of patrolling activity.
- h. In consultation with the Vice President Education, use feedback from stakeholders and clients to review policies and procedures and use to improve services provided as per the Continuous Improvement Policy;
- i. Hand out all course materials, ensuring all participants receive the Student Enrolment form, Course Participant Information and Course Information and Schedule;
- j. Sets up and monitors class equipment, and ensures its return in serviceable condition.
- k. Advises participants on program and class procedures and policies.
- l. Distributes handouts and/or class evaluations, and answers questions from participants after each session; performing follow-up and communication with participants.
- m. Tracks progress of students; maintains student files.
- n. Ensures that safety and injury prevention policies and procedures are adhered to by participants; reports accidents and prepares accident reports.
- o. Performs miscellaneous training related duties.

In addition to up-front teaching responsibilities, instructors may be involved in presentations, workshops, one-on-one student instruction, curriculum development, in-service training sessions, and professional seminars.