



Job Description

Job Title	Medical Laboratory Assistant Technician Skills Instructor
Department	Instructor
Location	Sault Ste Marie, Ontario
Reports to	Campus Director
Supervises	No supervisory duties

Job Summary

Medical Laboratory Assistant Technician Skills Instructors are expected to deliver skills education and practice as outlined in the Course Lesson Plans. These instructors are expected to promote and pursue high standards of teaching and learning. They are to plan their lessons, instruct and evaluate students within the guidelines set by CTS Canadian Career College Inc., manage their classroom time, and effectively communicate with students. They are expected to be aware of and adhere to all applicable standards, regulations, policies and procedures.

Duties and Responsibilities

Academic

- 1.0 Ensure students are being taught in accordance with approved curriculum
- 2.0 Foster an environment of co-operation and co-ordination among instructional staff
- 3.0 Participate in the student appeal process when required

Administrative

- 4.0 Assist with tracking student hours in accordance with college procedures
- 5.0 Attend graduation ceremonies
- 6.0 Implement and follow the policies and procedures established by the College
- 7.0 Participate in meetings with staff when required
- 8.0 Participate in student orientations
- 9.0 Maintain proper records of student meetings
- 10.0 Submit monthly reports to the program coordinator

Instructional

- 11.0 Teach students using a systematic plan that consists of lectures, demonstrations, discussion groups, interactive activities, independent and group projects
- 12.0 Inform students, beforehand, of the basis upon which their performance will be evaluated;
- 13.0 Organize and effectively use classroom time
- 14.0 Use instruction techniques/methods that recognize and take into account needs and learning capacities of students
- 15.0 Modify techniques during instruction in response to the needs of the students
- 16.0 Assist students in developing efficient learning skills and work habits



- 17.0 Ensure all course objectives and modules are taught according to the program schedules
- 18.0 Implement course outlines and daily breakdowns
- 19.0 Modify course outlines in light of the needs of the students
- 20.0 Establish an appropriate atmosphere in the classroom which is conducive to learning
- 21.0 Maintain fair, firm and consistent discipline with the students
- 22.0 Regularly monitor student progress and adjust courses accordingly
- 23.0 Prepare teaching materials and outlines for courses
- 24.0 Prepare, administer and mark tests and papers to evaluate students' progress
- 25.0 Provide individualized tutorial or remedial instruction to students who require it
- 26.0 Supervise independent or group projects
- 27.0 Base the evaluation of students on the guidelines established by the College
- 28.0 Ensure that the evaluation of students is appropriate;
- 29.0 Keep accurate and complete records of student performance
- 30.0 Ensure all evaluation records are regularly updated on the college's electronic server;
- 31.0 Prepare final examinations in accordance with guidelines established on the course outline
- 32.0 Provide timely feedback to students regarding academic progress

Other

- 33.0 Maintain complete and accurate documentation in areas of responsibility
- 34.0 Maintain professional registration through your governing body
- 35.0 Other duties as assigned by Supervisor

Qualifications

Education

The successful candidate must have a Medical Laboratory Assistant Technician diploma and be a certified MLAT with an active membership with the Medical Laboratory Professionals Association of Ontario (MLPAO).

Experience

The successful candidate requires a minimum of 24 months of working experience in their field of study to qualify as an industry instructor. The candidate must also have a minimum of 600 hours of laboratory experience.

Candidates with less than the two year minimum are still encouraged to apply to be considered for a Teaching Assistant role.

Knowledge

- i. Ontario Career Colleges Act
- ii. Accessibility of Ontarians Disability Act - Customer Service Standard
- iii. Clerical and Administrative Procedures

Skills

- i. Microsoft Office Suite



- ii. Google Mail, Docs, Calendar, and Meet
- iii. WhatsApp
- iv. Moodle

Abilities

- i. Work with competing priorities and deadlines
- ii. Deliver lectures
- iii. Conduct yourself professionally at all times
- iv. Communicate with internal staff and external community members

Working Conditions

- i. Position location: Sault Ste Marie, Ontario
- ii. Work environment: Skills Lab
- iii. Hours of work: Up to 25 hours per week
- iv. Schedule of work: Monday to Friday, dayshift

Compensation

The successful candidate can expect a starting range of \$28 to \$30 per hour.

APPLICATION PROCESS

Please submit your cover letter and resume to jobs@ctsgcc.com and identify the position and location that you are applying for in the subject line.

CTS Canadian Career College and Modern College of Hairstyling and Esthetics is an equal opportunity employer.