

Job Description

Job Title:	Instructor and Experiential Lab Manager
Department:	Kinesiology
Reports To:	Administrative Officer
Jobs Reporting:	Program Director, School of Anatomy and Lab Instructors
Salary Grade:	USG 12
Effective Date:	May 2022

Primary Purpose

The Experiential Lab Manager and Instructor is responsible for the management, operation and effective delivery of the Kinesiology and Health Sciences laboratory teaching program. This will include supervision of the Lab Instructor team, the group responsible for leading experiential course instruction at the undergraduate and graduate level. The incumbent will provide leadership and supervision for all aspects of the lab programs including program content, scheduling and management of laboratory spaces and equipment to ensure experiential learning components associated with academic courses and standalone laboratory experiences meet the goals and objectives of the Department. The incumbent will be accountable to ensure experiences incorporate effective teaching methods, appropriate equipment and training and remain relevant and current for our student body. The Manager will also be an active Instructor, providing leadership for courses in their area of expertise.

Key Accountabilities

Supervision of the Teaching Team

- Effectively supervises the Lab Instructors within the Teaching Team, providing oversight for Human Resources related activities, which include, but are not limited to hiring, vacation, and performance appraisals
- Manages individual work assignments and schedules
- Encourages and facilitates career and teaching skill development to ensure high quality lab experiences
- Facilitates communication within the group and with other key groups within the Department to enhance effective and efficient operations
- Manages Teaching Team representation/committee membership on the UG committee and associated voting member on the Department Council

Organization and Administration of Kinesiology teaching labs

- Facilitates the development of the annual budget plan for the teaching labs including expendables, equipment upgrades and replacement as needed
- Manages both short- and long-term goals of the teaching program
- Develops a scheduling plan for the teaching labs and for advising scheduling information to the Department scheduling rep and AC chairs of UG and Grad programs.
- Provides recommendations and advice to the Administrative Officer for effective lab space management and utilization to plan for upcoming terms
- Manages the hiring and training of coop students and volunteers to assist with lab experiences
- Oversees the ordering and monitoring of expendable supplies to ensure lab offerings run smoothly and effectively.
- Manages researching, sourcing and procurement of new teaching lab hardware and software

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- Provides oversight to ensure the development and implementation of appropriate safety procedures for all labs
- Oversees the operations of the School of Anatomy
- Manages the use of all teaching lab spaces and equipment in the BMH family of buildings for effective and efficient use to cover all training needs
- Facilitates collaboration with course leaders and the UG and Grad committees to ensure course material and key skill development are coordinated and maximized.
- Facilitates the ongoing development of new lab experiences
- Manages communication link between the Teaching Team and the UG and Grad committees
- Assists with other duties or special projects assigned by the Administrative Officer

Teaching leadership for assigned laboratories/courses (including but not limited to)

- Leads and directs in class instruction for assigned courses or laboratory experiences
- Ensures course content meets Department's goals and objectives
- Designs and development of laboratory exercises as necessary to complement course content and develop key learning objectives and applied skills, commensurate with current technology and knowledge base
- Develops of lab manuals and associated documents for laboratory instruction
- Manages lecture or laboratory assessment documents and criteria
- Ensures academic integrity is maintained in assigned teaching lectures or laboratories

Management of Laboratory Teaching Assistants (including but not limited to)

- Oversees the training, supervision and mentorship of Teaching Assistants working in the experiential labs. This may include Graduate student Teaching assistants, Coop students, practicum students as well as UG student volunteers
- In collaboration with the Administrative Officer, oversees the coordination and assignment of Teaching Assistant duties
- Ensures quality and consistency in laboratory delivery and instruction
- Facilitates evaluations of laboratory experiences
- Facilitates ongoing performance evaluation of Teaching Assistants, providing performance feedback throughout the teaching term

Managing assigned laboratory facilities (including but not limited to):

- Maintains technical and safe operation of the laboratories
- Coordinates physical laboratory layouts and ensure maintenance of laboratory facilities
- Provides recommendations for keeping laboratories current with emerging technologies in equipment, techniques, and teaching tools

Additional Support for Kinesiology Department activities (including but not limited to):

- Works with the other staff team leads and the Administrative Officer to strategically plan and implement activities to further the goals and objectives of the Department, including activities related to outreach and recruitment.
- Works with the Department leadership to identify training and workshop opportunities to promote additional skill development, targeting current students, alumni, and outside groups.
- Provides leadership for activities that support, enhance, and complement the undergraduate and graduate program as required including such activities as tutoring, volunteer opportunities, special projects, and events,
- Provides leadership and expertise for the development and delivery of Kinesiology Outreach Programs
- Facilitates equipment training and application advice for undergraduate, graduate and faculty research projects as required

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- Participates in committees and other tasks as assigned by the Administrative Officer

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Ph.D. degree in Kinesiology or related discipline, or a MSc degree with three or more years' experience teaching undergraduate labs.

Experience

- Excellent knowledge of UW undergraduate and graduate programs in Kinesiology
- Proven success and teaching experience in post-secondary academic setting is required

Knowledge/Skills/Abilities

- This position requires excellent interpersonal skills to present as a friendly, professional advocate for the Department and its activities. Excellent listening and verbal communication skills will be required to foster good working relationships with a variety of clients including students, staff, and faculty. This position will be part of the Department of Kinesiology and Health Sciences Teaching Team and thus will be required to operate within a team environment, providing support to others as necessary.
- Excellent teaching skills and understanding of a variety of teaching skills and techniques
- Excellent organizational skills will be required to prioritize multiple duties and requests and facilitate record keeping.
- Word, Excel, PowerPoint skills – intermediate level
- Excellent on-line/electronic communication skills (e-mail, on-line learning applications and other social media)

Nature and Scope

- **Contacts:** Significant internal and external relationships for this position include Lab Instructor teaching team, lecturers, staff, faculty and students within Kinesiology and Health Sciences. Miscellaneous external contacts include prospective applicants, current undergraduate students, and alumni.
- **Level of Responsibility:** : The incumbent will be required to utilize strong problem-solving skills as an instructor in a busy and diverse Kinesiology Department. As an instructor, they will be required to develop procedures to maximize teaching activities, equipment, facilities, and programs. This position will be required to operate both independently with minimal supervision and within a team environment. This position will be required to assess department procedures and provide advice and recommendations on efficient operation of the laboratory and instructional activities in the Department to further its programs and mission.
- **Decision-Making Authority:** This position will be responsible and accountable for the operation of assigned labs and projects.
- **Physical and Sensory Demands:** This role requires minor physical exertion associated with teaching in a laboratory setting and computer work.
- **Working Environment:** The working environment will be defined by the laboratory activities that the instructor is involved in. Safety is a primary requirement for the instructor and the students. Steps are in place to ensure minimal risk resulting from physical exposure to any irritants as per UW safety policies. The instructor may encounter difficult conversations with upset students having trouble. This

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role may involve some evening and weekend working hours. Workload may vary within a teaching term.