

FPSE DISABILITY MANAGEMENT & REHABILITATION COMMITTEE

Chemistry Occupational Demands

Employee: Insert name, College of New Caledonia

Job Title: Chemistry Instructor

Time in this position: ## years

The top 5 Duties of this position:

1. Providing instruction in lecture format, 40%
2. Laboratory instruction and one-to-one supervision of students in lab, 20%
3. Physical Sciences Department co-ordination, 25%
4. Lecture/lab preparation, exam and assignment marking, 10%
5. One-on-one instructional assistance during office hours, 5%

Environment:

The work environment is a standard college classroom, laboratory and office.

Physical Demands:

60% of the job involves standing, walking between student desks/lab stations, bending over desks/lab stations, setting up laboratory equipment, assisting students with lab cleanup.
40% of the position occurs primarily seated in an office setting.

Emotional/psychological elements:

- 100% of the job requires the employee to:
- Interact with others during the entire working day
 - Supervise students
 - Work on pre-scheduled activities
 - Make decisions/solve problems
 - Direct student complaints for problem resolution
 - Set own work schedule
 - Handle confidential information
 - Meet deadlines

CHEMISTRY OCCUPATIONAL DEMANDS CONTINUED

Additional position requirements:

- Must be able to judge the potential risk of student actions
- Must be able to multitask in the laboratory setting where up to **XXX** students are being supervised at one time
- superior memory and mental flexibility
- Superior concentration
- The ability to sustain attention for up to ** minutes without a break
- The ability to identify nonverbal cues

Employee Supervisor

Print name

Signature

Date

Employee Declaration:

I hereby declare that the above information accurately reflects my occupational duties and demands.

Employee Signature

Date

FPSE DISABILITY MANAGEMENT & REHABILITATION COMMITTEE

Counselling Occupational Demands

Employee: *****

Job Title: Instructor/Counsellor

Time in this position: *****

The top 5 Duties of this position:

1. Personal counselling for students in immediate crisis situations
2. Ongoing counselling for students dealing with longer-term issues, this involves a teaching component as students learn to deal with specific issues of concern
3. Advocating for students in crisis, either as a result of academic or personal issues with faculty or community agencies
4. Academic advising
5. Teaching workshops such as stress management and peer support

The percentage of time spent on each of the above is entirely dependent upon the problems/issues presented by the individual students. The position requires primarily, one-to-one student contact and some classroom presentations.

Typically a week may involve 80% on duties 1-3, 15% on duty 4, and 5% on duty 5.

Environment:

The work environment is a standard office setting and classroom.

Physical Demands:

Sitting: 80% of the job requires work while seated.

Emotional/psychological elements:

100% of the job requires the employee to:

- Interact with others all day
- Make decisions/solve problems, ranging in severity from choosing the right courses to dealing with a threat of suicide
- Provide support/counselling to individuals in crisis
- Deal with students who are in conflict and who as a result may be angry or aggressive
- Set own work schedule
- Handle confidential information

COUNSELLING OCCUPATIONAL DEMANDS CONTINUED

Additional position requirements:

- Superior memory and mental flexibility
- Superior concentration
- The ability to sustain attention for up to 60 minutes without a break
- The ability to identify nonverbal cues

Employee Supervisor:

Print name

Signature

Date

Employee Declaration:

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FPSE DISABILITY MANAGEMENT & REHABILITATION COMMITTEE

English Occupational Demands

Employee: , College of New Caledonia

Job Title: English Instructor

Time in this position: years

The top 5 Duties of this position:

1. Providing instruction in lecture format, 35%
2. Marking of assignments, 30%
3. Lecture preparation, exam marking and revising new materials, 20%
4. One-on-one instructional assistance during office hours, 10%
5. Participate in Department activities, 5%

*This position has a very heavy marking load.

Environment:

The work environment is a standard college classroom and office.

Physical Demands:

35% of the job involves standing, walking between student desks, bending over desks and 65% of the position occurs primarily seated in an office setting.

Emotional/psychological elements:

100% of the job requires the employee to:

- Interact with others during the entire working day
- Supervise students
- Work on pre-scheduled activities
- Make decisions/solve problems
- Direct student complaints for problem resolution
- Set own work schedule
- Handle confidential information
- Meet deadlines

ENGLISH OCCUPATIONAL DEMANDS CONTINUED

Additional position requirements:

- Must be able to judge the potential risk of student actions
- Must be able to multitask in the classroom setting where up to 40 students are being supervised at one time
- superior memory and mental flexibility
- Superior concentration
- The ability to sustain attention for up to 90 minutes without a break
- The ability to identify nonverbal cues

Employee Supervisor

Print name

Signature

Date

Employee Declaration:

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Employee Signature

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FPSE DISABILITY MANAGEMENT & REHABILITATION COMMITTEE

Electrical Department Occupational Demands

Employee:

Job Title: Instructor, Electrical Department

Time in this position: ___ years

Program:

The Electrical program covers course topics that include: power systems, electrical design (industrial and commercial) and PLC automation. Other areas covered include: electric circuit analysis and applications, digital electronics and controls, SCADA networking, and machine applications.

The top 5 Duties of this position:

1. Instruction/supervision of student activity in Electrical shop, 20%
2. Providing instruction in lecture format in the classroom, 60%
3. Revising materials, preparing new materials, 5%
4. Marking exams/recording results, 5%
5. One-on-one instructional assistance during office hours, 10 %

These percentages are estimates only and vary depending on the demands of the specific student group.

Environment:

The work environment is an electrical repair shop, standard college classroom, and office. The electrical shop is subject to loud noises. The presence of hazardous machinery is perhaps the most significant environmental element along with high voltage equipment. Not only is this an issue of personal concern for the instructor, he must also be alert to potential safety issues of up to 16 students who are also operating equipment which at times are new to them, thus alertness, attention to detail and the ability to multitask is essential.

Responsibilities:

1. Understand, apply and relate to students the essential facts, concepts, procedures and principles in the areas of expertise as designated by the curriculum
2. Use a variety of instructional techniques to promote learning and personal development
3. Prepare and present courses, lessons, lectures, assignments and lab demonstrations
4. Show personal interest in the learner and create a climate conducive to optimal learning
5. Evaluate student progress and facilitate student achievement
6. Prepare study and lab materials for students
7. Manage the classroom or lab to the benefit of all learners
8. Assist in the development of curriculum and program reviews
9. Provide ongoing support, guidance and advice to students
10. Maintain close contact with relevant industry sectors

ELECTRICAL DEPARTMENT OCCUPATIONAL DEMANDS CONTINUED

11. Work collaboratively with project manager and colleagues and meet at regular intervals to provide updates and identify challenges and opportunities

Physical Demands:

100% of the position in the electrical shop involves standing, walking, lifting, reaching. 100% of classroom work involves standing and lecturing. The only seated activities are preparation, marking, revising course materials.

Emotional/psychological elements:

100% of the job requires the employee to:

- Interact with others during the entire working day
- Supervise students
- Work on pre-scheduled activities
- Make decisions/solve problems
- Direct student complaints for problem resolution
- Set own work schedule
- Handle confidential information
- Meet deadlines
- Provide customer service to public users of the services provided by the millwright repair shop

Additional position requirements:

- Very good memory and mental flexibility
- Very good concentration
- The ability to sustain attention for up to 60 minutes without a break
- The ability to identify nonverbal cues
- The ability to do multiple tasks at one time.

The above are all essential to ensure student safety in a potentially hazardous millwright shop setting.

Employee Supervisor

Print name

Signature

Date

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FPSE DISABILITY MANAGEMENT & REHABILITATION COMMITTEE

Reference Librarian Occupational Demands List

Employee:

Job Title: Public Services Reference Librarian/Coordinator

Time in this position:

The top 5 Duties of this position:

1. To provide both formal and informal instruction to learners (students, employees, community members) the about the use of the Resource Centre. Includes providing tours, lectures and information about databases, online resources, catalogues and appropriate resources.
2. Schedule circulation staff to fill vacancies on a weekly basis and provide assistance to circulation staff.
3. Participate in real time online reference service for academic students across the province.
4. Write monthly reports on library usage.
5. Recommend acquisition of books, electronic media, DVDs and other material for inclusion in the library collection. Prepare bibliographies, subject guides and finding aids. Discard dated resources from the collection.

The percentage of time spent on each of the above is entirely dependent upon the skill level, questions/issues of each individual learner. The position requires primarily, one-to-one student contact with individuals in a library setting.

Typically, a week may involve 70% on item 1, 10% on item and 2, 10% on item 3, 5% on item 4, 5% on item 5.

Environment:

The work environment is a community college library.

Physical Demands:

100% of the job requires work which involves sitting at the reference desk, typing on computers, standing at the reference computers and directing learners how to search various databases, walking into stacks to help learners locate materials, bending to retrieve books in stacks and reference area and as well as bending to help learners working on personal laptops.

Emotional/psychological elements:

100% of the job requires the employee to:

- Interact with others all day.
- Work on pre-scheduled activities.

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Practical Nursing Occupational Demands

Employee:

Job Title: Instructor – Practical Nursing

Time in this position:

The top 5 Duties of this position:

- Teaching and supervising students in the practical nursing clinical area and lab, 50%
- Providing department coordination duties, 20%
- Providing instruction in lecture format, 15%
- Marking/recording results, preparing lectures and instructional materials, 10%
- Directing student interaction, supervising and monitoring progress which involves both small group and individual meetings with students and one-on-one instructional assistance during office hours, 5%

Due to the nature of the program the percentages for each semester will vary through the year.

Environment:

The work environment is a standard college classroom, office, the nursing lab, the hospital and community health facilities.

Physical Demands:

Physical demands primarily involve standing, walking, lifting and transferring patients, and bending. An individual would be sitting approximately 20% of the time.

Superior manual dexterity is required to manipulate fine instruments.

Emotional/psychological elements:

- 100% of the job requires the employee to:
- Interact with others during the entire work day
- Supervise students
- Work on pre-scheduled activities
- Make decisions/solve problems in a timely or urgent manner
- Direct student complaints for problem resolution
- Set own work schedule
- Handle confidential information
- Meet deadlines
- Adapt to a diversity of work settings (College, Hospital, Community Agencies, Community Health facilities)
- Perform crisis management, often under stressful/emergency situations

PRACTICAL NURSING OCCUPATIONAL DEMANDS CONTINUED

Additional position requirements:

- Nursing educators must be prepared to deal immediately with life, limb, or organ threatening situations. They are held to the same standard as other registered nurses.
- Must be able to judge the potential risk of student actions
- Must be able to multitask in the clinical health care setting where up to 8 students are working at one time
- Superior concentration
- The ability to sustain attention for up to 90 minutes without a break within a clinical environment
- The ability to identify nonverbal cues and intervene appropriately
- Must oversee the care of clients whose conditions can change rapidly
- Maintain a safe working environment for students and the patients within their care
- Maintain consistent clinical student evaluation standards
- Distinguishes between essential and supplementary information when planning classes/clinical
- Sets priorities when planning workload
- Evaluates student objectives using valid and reliable measures
- Establishes and maintains appropriate education records
- Communicates and consults with members of the education team
- Completes comprehensive assessments and intervenes appropriately
- Determines decisive nursing interventions in life threatening situations
- Maintains own physical and emotional fitness to practice
- Provide liaison between the Dean and other faculty employees
- Assists in academic planning, and workload assignments
- Coordinate timetabling, registration and calendar changes
- Coordinate student placements
- Participate in curriculum development and coordinate curriculum changes
- Represent the Dean in certain educational and curriculum matters

Employee Supervisor:

Name

Supervisor Signature

Date

Employee Declaration:

I hereby declare that the above information accurately reflects my occupational duties and demands.

Employee Signature

Date