

Job title	Director of Instructor Certification Program
Responsible to	National VP Training and Development

Job purpose

As a member of the national training and development portfolio (T&D), the director of instructor certification program (ICP) contributes to the management of the educational resources associated with the certification of instructors and instructor trainers. This contribution is done with respect to the ongoing development of the members of the Canadian Ski Patrol (CSP) in accordance with strategic direction from the vice-president (VP) training and development (T&D).

The objectives of the director of ICP are to:

- Assist the VP T&D by defining, providing and managing the resources required for certifying and re-certifying CSP instructors and instructor trainers.
- Provide the VP T&D with timely input to support the VPs responsibility as a member of the NMC.
- Collaborate with the national T&D portfolio in developing an annual operational plan and monitoring ongoing progress through the year, addressing any challenges that may arise.
- Proactively monitor leading adult learning theory and approaches to identify and develop new instructional approaches appropriate for use within the CSP.
- Ensure coordinators in ICP AFA and OS are actively engaged with the appropriate discipline stream to ensure training modules developed to train patrollers reflect the current skill progressions, learning theory and instructional approaches in either face to face, eLearning or virtual programs.
- Ensure ICP products are produced as forecast working collaboratively with Training and Development committee (TDC).
- Ensure that the CSP's instructor certification program reflects the current instructional approaches for adult learning to be applied in AFA, OS and Instructor training.
- Ensure that the ICP requirements and certification course content are in accordance with federal, provincial and territorial requirements and standards.

Duties and responsibilities

The primary duty of the director of ICP is to assist the VP of T&D with the management of the certification of instructors and instructor trainers. This position is tasked with overseeing the coordinators responsible for instructor and instructor trainer certification in the advanced first

aid and on snow disciplines. In addition to being a contributing member of the T&D portfolio, the director of ICP is also responsible to:

- Respond to requests from national VP T&D
- Collaborate with national TDC members
- Collaborate with directors of AFA and OS to ensure training materials are developed reflecting current ICP learning approaches, progressions, assessment and evaluation, and with the director T&D to provide current delivery techniques.
- Manage the coordination for the resources of the ICP programs
- Collaborate on the development and delivery of ICP training support materials, including but not limited to: CSP Instructor manual, ICP evaluations.
- Deliver specific tasks within agreed deadlines
- Provide input to the annual T&D budget requirements, sufficient to meet the needs of the ICP components
- Collaborate with the Deputy VP T&D to provide advice and direction for division training managers, and/or their instructor trainers, in regards to resolution of problems in the areas of the ICP
- Foster bi-directional communication between the national and divisional/zone levels of ICP certification. This will include communication directly to instructor trainers as required.

Qualifications

The qualifications for this position are broken into two specific categories.

All members of the national T&D portfolio should have the following general qualities:

- Good written and verbal communication skills
- Ability to properly manage and contribute in electronic as well as in-person formats
- Ability to discuss and manage expectations and outcomes with TDC members
- Ability to work as a team to formulate national scope programs and solutions
- Computer literacy

As the director of ICP, this position has specific skills and qualifications that must include, but are not limited to:

- Understanding of, and ability to appeal to, different learning styles
- Certified as an instructor trainer under the ICP
- Detailed knowledge of the existing CSP ICP, and knowledge of CSP advanced first aid and on-snow training programs

Additional skills that would benefit the successful candidate, while not required, are desirable:

- Active regular member, with day-to-day patrol experience
- Previous experience as either a division or zone training manager

- Exposure to different educational approaches in other divisions or zones
- Familiarization with French and English languages

All qualifications comply with federal, provincial and territorial human rights legislation.

Direct reports

Refer to current TDC organization chart and package for current direct reports to the director ICP

Each director of the national T&D portfolio is appointed by and reports to the VP T&D after confirmation by the management committee. ICP team members are recommended by the director, approved by the VP T&D and report to the director.

Approved by:	VP training and development
Date approved:	31 July 2021
Reviewed:	