

Senior Instructor Expectations

Please take the time to read the following information very carefully.

The following states the expectations of your responsibilities as a senior instructor within the squadron:

1. All Level 5 Instructor expectations
2. Senior instructors should provide lesson plan feedback between 48-72 hours of receiving the email, and if changes need to be made, provide a specific date and time that the changes must be completed and emailed by.
3. When giving approvals for lesson plans, if a visual aid is needed, those must be approved too. Since we are moving away from PowerPoints at this time, the visual aids still need to be approved, and images of the visual aids should be attached to the same email when sending in the lesson plan or the week after the lesson plan giving time to create the chart paper visual aids.
4. If lesson plans and visual aids are sloppy, you are allowed to not approve it, and ask the instructor to make improvements.
5. When critiquing lesson plans or visual aids, please use the sandwich method to let the instructor know that they are being acknowledged for their good work, but just need a few improvements.
6. When you are not teaching, you must take notes on other instructors. You are like their coaches, so you need to empower them to be their best.
7. Your own lesson plans need to be sent to your level officer for approval.
8. If instructors have not met the deadline for lesson plan submission, you need to follow up by email cc training@789squadron.com, NLT 48 hours after the deadline. For Thursday lessons this means Saturday at 1700 hrs.

By signing off, it confirms your understanding of your responsibilities as a senior instructor within the squadron. Failure to live up to these expectations will result in suitable consequences.

I, _____, am aware of what is expected of me as a level _____ senior instructor.

Signature: _____

Date: _____