

## Level 5 Instructor Expectations

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

The following states the expectations of your responsibilities as a level 5 instructor within the squadron:

1. Lesson plans must be handed in N.L.T. 1700hrs on the Thursday **2 weeks prior** to when they are being taught. Lesson supplies must also be requested at this time. Visual aids are to be approved by Level staff at least 24 hours prior to scheduled instruction date.
2. All emails concerning training shall be CC'd to [training@789squadron.com](mailto:training@789squadron.com) and your respective level officer, level email.
3. You shall reply to all emails with confirmation of receipt and understanding within 24 hours of receipt as you shall be checking your email daily. If you need clarification on anything, that is the time to ask.
4. When sending emails, you must begin the email with the rank and last name of whom it is being addressed to. Emails should also be signed off using your rank, first, and last name. This is for every email, including responses.
5. If you are going to be absent from a training night you are to inform your level Senior Instructor by email at least 2 weeks prior to the absence. You are still expected to plan your lesson and create visual aids. The level officer will decide who will fill in for your lesson. If it is an unplanned absence, such as illness, you are to inform your Level Senior by 1600 hrs the night of training.
  - a. **IN THE EVENT OF AN EMERGENCY after 1600hrs you are to get the word to training staff and Level Senior ASAP.**
6. There shall not be any use of PowerPoints as a visual aids until further notice (unless using to display videos and pictures. Absolutely NO words).
7. Instructors teaching the lesson should always have an orientation board that is set up prior to the beginning of the class.
8. All written material for the lesson must be completed before the lesson starts. There shall be no writing during the lesson, as it is distracting and often messy.
9. If you are not teaching, you are sitting at the back of the classroom, taking notes on the instructor to provide them with constructive criticism later on.
10. There shall be no use of phones for any reason while in the classroom.
11. You shall march the cadets to and from class. If you are escorting yourself around the school, you are still expected to march as well.
12. As seniors, uniforms should be above and beyond the squadron standards. There will be spot checks.
13. Cadets shall not be talking out of turn in class or getting distracted with homework.
14. You must be aware of how the chain of command works and use it properly (unless the situation is personal or urgent). Please also enforce how it works to junior cadets. (i.e.; Level Instructors → Level Senior Instructor → Level Officer → Assistant Training Officer → Training Officer → Commanding Officer)
15. At cadets, as seniors, we need to act mature around junior cadets; this means no “friendly” behavior.
16. Seniors must show pride in their role and position within the squadron in order to prove to junior cadets that you deserve your respective ranks.
17. **The onus is on you as an instructor to ensure that you are properly prepared and that your lesson, lesson plan and any visuals and/or aids have been approved prior to the date of instruction. If you do not receive a reply within 72 hrs to your lesson plan or any questions you need to follow up right away – it may NOT have been received.**

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

I, \_\_\_\_\_, am aware of what is expected of me as a level 5 instructor.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_