

Roles & Responsibilities of an Instructor

Objectives: At the end of this lesson you shall be able to

- **distinguish the terms teacher, trainer and Instructor**
- **state the role of an Instructor**
- **explain the responsibilities of an Instructor.**

Teacher : A person who works to imparts knowledge in an official institution of formal education being responsible for the overall learning progress of the learners undertaken by him/her.

It would include those teachers in preschools, schools, colleges and universities, etc.

Trainer : A person who guides and supports someone in acquiring new physical skills by participating in the physical activities and demonstrating the ways to properly achieve the desired goals in a systematic manner.

A gym trainer, a sports trainer, a dance trainer, etc, are a few examples.

Instructor : A person who provides live interactions to the learners during a learning activity which is a part of the program.

An instructor cannot work without a teacher. Either the instructor has acted as a teacher to teach the basic pre-requisites of that activity or there has to be a separate teacher to do that, e.g. in the case of a flight instructor.

Role of an Instructor

Instructor has the following important roles to play in the training institute.

As an Organizer

- **Organize a training programme:** Based on the syllabus provided, the Instructor has to organize the entire training programme by analyzing it further.
- **Prepare training material:** Before commencing the course the Instructor has to prepare various kinds of teaching aids like lesson plan, information sheet, training aids, demonstration plan, etc. This requires a lot of preparation.
- **Conduct a training programme:** The main job of a vocational instructor is to conduct training programme, which includes planning, preparation, presentation, testing and evaluation.
- **Workshop demonstration:** For acquiring particular skill there will be certain steps which are to be followed. For example, stitching of a garment, an instructor has

to draw the style feature on the chalkboard. Then Instructor has to do the drafting of the same either on the board or on a paper. The paper pattern is marked on the cloth & then cutting is performed. The cut component will be stitched with the help of sewing machine. By attending the demonstration the trainees will learn the entire cutting & stitching procedure.

- **Attitude Formation:** An instructor must motivate and guide to improve the attitude of the trainees towards the training without which they will not be able to acquire the skill which has been taught.
- **Evaluation & Grading:** No training is completed if it is not properly evaluated & graded. The extent of instructional objectives achieved will be known through testing and evaluation. Grading will help the learners to perform better than the previous test. Instructor's efficiency in teaching also will be known by means of evaluation and grading.

As a Manager

- **Maintenance of tools & equipments:** For conducting training various kinds of tools & equipments are required. An instructor has to procure all tools and equipments as per the syllabus & maintain them properly.
- **Supervise the practical training:** During the practical exercise it is very much necessary for the instructor to be present with the trainee. Just by giving the theoretical knowledge to the trainees and then asking them to do practical work is not enough. But the Instructor must be physically present to supervise and guide the trainees.
- **Liaison with the institution:** The Instructor is the link between administration & the trainees. So Instructor has to inform the administration about the training activity of the trade. At the same time Instructor must also keep the student informed about the instructions issued by the administration.

As a Student

Vocational instructor should always update their knowledge, upgrade their skill with new techniques, depending upon the changes in latest technology.

Responsibilities of an Instructor

The various responsibilities towards teaching-learning processes are as follows:

- Responsibilities towards the learners/trainees
- Responsibilities towards the administration
- Responsibilities towards the industries
- Responsibilities towards the society and nation
- Responsibilities towards the himself/herself
- Responsibilities towards the profession
- Responsibilities towards the parents

Responsibility towards the learners trainees:

Trainees come to the institute for training and his aim is to become a competent craftsman. In order to fulfil the aim of trainees the trainer.

- must guide and instruct them properly and complete the training programme as per the schedule.
- evaluate the trainees performance and bring the trainee who are below average level to the standard required.
- develop attitudes and safe working habits of trainees to use the raw materials economically which are given for learning purpose.
- must cultivate good habits like workshop safety, punctuality, time management, etc.

Responsibility towards the Administration:

As an Instructor he is the link between the trainees and Administration, he should be

- loyal and sincere towards the administration.
- interpreter and communicator of working policies to the trainees and support to the administration.
- instructor should not waste the material at his disposal.
- maintain discipline and also report the happening of any incident to the administration.

Responsibility towards the Industries:

As the industrial establishments are the beneficiaries, the instructor should:

- suggest changes in training programme for the day to day development
- keep himself updated about the latest technology, equipments, materials in the industries.
- keep liaison with industries by field visits and placements, etc.

Responsibility towards the society and nation:

Teaching is more than providing skills and knowledge in a particular trade. Such training should also be to develop the society and the benefit of the nation as a whole. For this the instructor can influence the learners as follows:

- Develop a sense of responsibility towards the society.
- Make them realize that when they get something from the society they also have to contribute to the society.
- Building a society is ultimately building a nation. The trainees should develop this sense of building a nation.

Responsibility towards herself/himself:

The Instructor's job is a noble one and thrusts him/her with a lot of responsibilities in the course of performing the job.

- He should be sincere and honest towards the profession.
- Take maximum efforts to develop his personality.
- Cultivate pleasant manners.
- Maintain the dignity of the profession.
- Keeping good health and update the knowledge.
- Take interest in teaching.

Responsibility towards the profession:

The Instructor has to constantly update his knowledge and skill to improve the process of teaching and learning. Improving the process of teaching-learning would mean the following innovative strategies and techniques that would cause significant improvement in the training programmes.

He can do this by:

- adopting positive attitude towards innovative methods.
- understanding the basics and application of outcome of research findings,
- following better and tested new strategies and techniques,
- utilisation of self study materials for self improvement, and
- identification of various principles and factors that aid productive learning and developing course materials and use them carefully

Responsibility towards the Parents:

As an Instructor he should liaison with trainees is also the link between the parents and trainees. Therefore, he should

- keep them informed about the progress and shortcomings of the trainees.
- guide the parents in deciding the future career of the trainees.