

Royal Canadian Sea Cadet Corps Woodstock



Statement of Duties and Terms of Reference

Title: Cadet Instructor

Short Title: Cdt Inst

Responsible to: Training Officer (Trg O)/Chief of Training (Chief Trg)

1. Instructing all classes in accordance with established cadet training directives (LHQ Phase Program).
2. Set a positive example regarding drill, dress and deportment.
3. Preparing and submitting lesson plans for every class to the Training Officer, Phase Officer or Chief of Training three instructional weeks in advance.
4. Initiating and marking Enabling Checks / Assessments for each section of classes and submitting them to the Chief of Training.
5. Provide extra attention and state recommendations for any cadets experiencing difficulties in the class.
6. Acquiring handouts / training aids to supplement classes and provide copies of handouts to the Training Officer, for file.
7. Recommending any changes for the improvement of the training program.
8. All other duties assigned by higher authority.

Signature of Cadet Instructor

Date:

Signature of Commanding Officer

Date: