

**JOB TITLE: - Instructor**

**Level:** 6<sup>th</sup>

**Nature of Employment:** Part-Time

**Qualification:** -BMLT with NHPC Registered

**Location:** AMDA Institute of Health Science

**Reporting to:** Principal

**Our innovative and growing college is searching for experienced candidates for the position of Instructor (Lab Technology). If you are looking for an exciting place to work, please look at the list of responsibilities below.**

**Responsibilities**

- Assist in prepare master plan and monthly plan of the program
- Assist in prepare class routine and conduct theoretical and practical classes accordingly.
- Prepare daily lessons required teaching materials such as syllabus, homework assignments, and hand-outs in advance and maintain log book.
- Develop evaluation tools rotation plan and duty roster to run the theoretical and practical classes and submit it to the department head.
- Check regular attendance records of students, logbook other required records and give suggestions according to need.
- Prepare question paper to conduct internal exam
- Evaluate and grade students' class work & assignments.
- Counsel students on academic or career matters.
- Solve the arising problems and provide necessary suggestions/ guidance to the students/ program
- Review progress of each student in academic & clinical areas, encourage for professional growth
- Maintain and up to date the lab settings as required.
- Help the students to be disciplined and make the college administration dignified.
- Prepare monthly and weekly reports of running activities to the head of department, clarify if needed
- Provide responsibility and accountability to the subordinates as needed
- Does self-evaluation and change self as required by obtaining feedback from students, colleagues & administration
- Be always honest and loyal to the organization. Perform activities within the policy and rules of the organization

**Note: - Work experience and relevant training will be preferred.**