



## **RURAL CARRIER ACADEMY AD HOC INSTRUCTOR**

For

**Portland Main Office**

**(Does not effect your current bid assignment)**

**DATE OPENS:** September 01, 2020

**DATE CLOSSES:** October 01, 2020

This position is open to all full time regular rural carriers assigned to an office in the Portland District. Seeking applicants with extensive rural carrier experience who have an interest in providing instruction to newly assigned rural carriers and rural carrier associates, in the duties and responsibilities of rural carriers. This ad hoc assignment is not expected to exceed 3 years. Ad hoc instructors are generally in rotation with other instructors to facilitate as needed a 32-hour class at the Rural Academy. This is not a full-time position. You would be utilized on an as-needed basis and continue to hold assignment to your bid route.

### **DUTIES & RESPONSIBILITIES:**

**Academy instructors must:**

- 1. Serve as an instructor in the delivery of Standard Training for Rural Letter Carriers, oversees the training activities of course participants in classroom and simulated environments.**
- 2. Will be provided an opportunity to successfully complete the Facilitator Skills Training, course # 10023577.**
- 3. Be familiar with the training materials and instructional methods used.**
- 4. Refer to the instructions in each module to determine needed classroom equipment, support materials, and put them in place before class begins.**
- 5. Utilize your rural carrier experience to educate newly appointed regular rural carriers and rural carrier associates to help supplement the course materials.**
- 6. Uses training equipment, supplies, facility, and fiscal resources in implementing and delivering approved training programs for course participants.**
- 7. Manages training activities to ensure course objectives are met during the prescribed time period.**
- 8. Ensure that all materials are current and available. When handouts and reference materials are needed, the instructor is responsible for having them ready to use and/or distribute.**
- 9. Prepares delivery of training material by gathering and preparing materials to include maintaining equipment, submitting requisitions for parts, services, supplies and equipment.**
- 10. Update and maintain rural carrier training materials by using the appropriate directives.**

- 11. Assess participant's comprehension of course materials and provide learning support.**
- 12. May provide guidance and training to new instructors in the use of effective instructional techniques.**

**SUPERVISION:**

**Manager, Learning Development and Diversity**

**SELECTION:**

Selected instructors must be interviewed, successfully complete the Facilitators Skills Training (FST) or be (FIW certified), and be OJI certified before assuming the duties of rural carrier academy instructor.

**HOW TO APPLY:**

Applicants should complete the attached form, including addressing each of the listed requirements. Submit the completed application to:

Kathy Hale  
LD & D Specialist  
Portland District  
7007 NE Cornfoot Rd Dept. 450  
Portland, Or. 97138-9301  
971-201-3368  
Email Kathleen.M.Hale@usps.gov

## Application for Rural Academy Ad-Hoc Instructor Position

**Please complete parts A and B (including additional page(s) for addressing requirements) and submit by the closing date to:**

Kathy Hale  
LD & D Specialist  
Portland District  
7007 NE Cornfoot Rd Dept. 450  
Portland, Or. 97138-9301  
971-201-3368  
Email Kathleen.M.Hale@usps.gov

### **A. Please provide the following information.**

(FIRST NAME) \_\_\_\_\_ (MI) \_\_\_\_ (LAST NAME) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_\_

EIN (8-Digit Employee ID Number) \_\_\_\_\_

Home or Cell Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

WORK/OFFICE LOCATION: \_\_\_\_\_

YEARS AS REGULAR RURAL CARRIER: \_\_\_\_\_

TOTAL YEARS IN THE RURAL CARRIER CRAFT: \_\_\_\_\_

### **B. Please use additional paper to describe your Qualifications/Requirements.**

Provide a brief description of your experience, education, or training as they relate to each of the following requirements.

1. Knowledge of principles, methods, and practices of adult education and training.
2. Ability to maintain a safe working environment by following established working processes and procedures.
3. Ability to condense and simplify complex information and communicate clear oral and written instruction.
4. Ability to instruct adults with varied backgrounds and levels of experience in complex subjects.
5. Ability to plan and schedule activities, manage time, and meet deadlines sufficient to manage a classroom.
6. Ability to counsel others to improve individual performance.
7. Ability to stimulate interactive discussion and create an engaging environment sufficient to facilitate learning.