



USHJA Instructor Credential Examiner Job Description

Position Title: USHJA Instructor Credential Examiner

Reports To: Director of Education

Status: Contractual

Summary

The USHJA Instructor Credential assessment is the culmination of a candidate's preparation to demonstrate competency and knowledge to effectively instruct and coach riders. The primary objective of the examiner position is to assess candidates' teaching and coaching competencies, and secondarily, their overall horsemanship knowledge. Examiners must have the knowledge, experience, and temperament to determine whether applicants are qualified to be Credentialed Instructors.

The USHJA Instructor Credential examiner is a contract position and will function under the direction of the USHJA Director of Education. USHJA will identify qualified individuals to serve as examiners for the Instructor Credential through an application process. Eligible applicants will be added to a pool of approved examiners who may be contracted to conduct Instructor Credential assessments at times and locations as scheduled by USHJA. Assessments will include at least two examiners to provide a balanced and unbiased examination environment.

Duties and Responsibilities

- Support, demonstrate, and teach the American Hunter/Jumper Forward Riding System
- Be a student of the USHJA Instructor Credential standards, required educational content, assessment tools, and procedures
- Provide feedback to USHJA staff and volunteers on the Instructor Credential educational content and assessment process
- Participate in required preparatory sessions and periodic examiners' best practices round table sessions
- Participate at assigned Instructor Credential Workshop and Examinations
- Assist USHJA staff with the operation and implementation of the Instructor Credential Workshop and Examination on the day of the assessment
- Work in concert with fellow examiner(s) during the examination process
- Conduct Instructor Credential assessments according to the USHJA Instructor Credential procedures
- Follow the workshop and examination schedule and USHJA assessment rubric
- Through observation of candidates' demonstrated teaching and coaching, determine whether candidates meet the USHJA Instructor Certification standards

- Observe each candidate individually and assign scores based first on teaching and coaching competency, and secondly, on demonstrated horsemanship knowledge
- Clearly articulate to candidates their strengths and weaknesses following each assessment and document the same on assessment tools
- Provide honest, constructive criticism to help candidates develop skills as teachers and coaches
- Promote and demonstrate a culture of excellence, professionalism, unbiased behavior, and a commitment to maintaining confidentiality

Competencies and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain a Senior Active USHJA membership in good standing
- Complete the annual Safe Sport Training
- Be at least 30 years of age
- Complete an annual background check through USHJA
- Possess a minimum of eight years of professional instructor and/or training experience or an equivalent combination of education, training, and expertise
- Have a thorough knowledge of the equine industry and Hunter and Jumper disciplines through participation as a competitor, trainer, and/or competition management
- Be a highly competent teacher and coach with demonstrated mastery of horsemanship knowledge in the content areas relevant to the Instructor Credential
- Be an effective listener, speaks clearly, responds well to questions, and possesses group presentation skills
- Be willing to engage in honest communication with candidates and USHJA staff
- Have the knowledge, experience, and temperament to determine whether candidates are qualified to be Credentialed Instructors
- Be able to approach others in a professional manner, and treat others with respect and consideration regardless of their status or position
- Be passionate about the USHJA mission
- Be a positive, collaborative, and proactive individual who can motivate and collaborate with a team toward a common goal

Other Requirements

- Travel will be required either by air and/or automobile
- Overnight stays and weekends will be required as well as after hours and weekend work for special projects and events