



## MEMORANDUM

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Attached is a posting for a Carpentry Instructor for the Introduction to Construction Work program available in Punnichy, Saskatchewan. Applications must be accompanied by an updated resume.

This competition will end on **July 24, 2024**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

**Human Resources Department**  
**P.O. Box 720**  
**Humboldt, SK S0K 2A0**  
**careers@carltontrailcollege.com**  
**Tel: 306-682-2623**

## **Carpentry Instructor (Introduction to Construction Work Program) Competition # 2425-03**

Position Title:	Instructor
Classification:	Instructional
Position Description:	Attached
Appointment Dates:	September 3, 2024 to December 20, 2024 68 days <i>(plus an allowance for coursework commensurate with program changes and incumbent's qualifications)</i>
Hours of Work:	To Be Assigned
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	Punnichy

### **POSITION SUMMARY**

The Instructor position is an in-scope position reporting to the Business and Skills Training Director. The incumbent will provide instruction in the Introduction to Construction Work Program which focuses on many areas of Carpentry.

### **DUTIES AND RESPONSIBILITIES**

- Provide instruction in the Introduction to Construction Work program
- Manage the classroom to ensure a safe and optimum learning environment
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance and other student-related information and report such information as required to appropriate individuals
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be aware of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Respond to curriculum/course demands and make necessary adjustments according to learner needs
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Develop working relationships with appropriate external partners and employers
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Demonstrated familiarity with the tools and technologies that support working remotely
- Demonstrated competence and recent experience supporting students through online course delivery, instruction, and development including understanding online education platforms (ie: Brightspace)
- Demonstrated familiarity with Microsoft office suite, email systems, and internet
- Apply regulations and policies adopted by Carlton Trail College

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent communication skills, oral and written
- Excellent interpersonal skills and problem-solving skills
- Demonstrated ability to work with individuals with special learning needs
- Demonstrated ability to value diversity and work with people from varying equity groups
- Proven ability in internet, email usage, and other online/computer applications
- Ability to organize time effectively
- Effective instructional ability
- Understanding of and ability to practice utilizing academic integrity guidelines
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important developments.
- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures.
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity.
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions

### **EDUCATION**

- Grade 12 or equivalent
- Interprovincial Journeyman Certificate in the Carpentry Trade

## EXPERIENCE

- Two years recent/relevant experience as a carpenter
- Proven ability in the workplace providing quality carpentry results
- Experience in Adult Education is considered an asset

## OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion.
- Criminal Record Vulnerable Sector Check that is satisfactory to Carlton Trail College.