



Attached is a posting for a Carpentry Applied Certificate Instructor available in Humboldt. Applications must be accompanied by an updated resume.

This competition will end on **May 30, 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

Position Title: Instructor
Classification: Instructional
Position Description: Attached
Appointment Dates: January 6, 2025 – June 13, 2025
70 days (*plus work placement days, and plus an allowance for coursework commensurate with program changes and incumbent's qualifications*)
Hours of Work: To Be Assigned
Wage: As per Collective Agreement depending on qualifications and experience
Location: **Humboldt**

POSITION SUMMARY

The Carpentry Applied Certificate Instructor position is an in-scope position reporting to the Business and Skills Training Director. The incumbent will provide instruction in the Carpentry Applied Certificate program.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Carpentry Applied Certificate program
- Manage the classroom to ensure an optimum learning environment
- Manage the classroom to ensure a safe 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 supporting students in work placements
- 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
- Apply regulations and policies adopted by Carlton Trail College

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills
- Excellent interpersonal skills
- Demonstrated ability to work with individuals with special learning needs
- Ability to work with people from equity groups
- Ability to organize time effectively
- Ability to communicate effectively, both orally and in writing, with students, colleagues, support services and agencies
- 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 maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures.
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred
- Demonstrated familiarity with the tools and technologies that support working remotely
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION

- Grade 12 or equivalent
- Interprovincial Journeyman Certificate in the Carpentry trade.

EXPERIENCE

- Proven ability in the workplace providing quality carpentry results.
- Experience in teaching adults is considered an asset.