



Attached is a posting for an Essential Skills for the Workplace Instructor available in Punnichy. 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:	September 9, 2024 – December 20, 2024 71 days (5.5-hour days) <i>(plus an allowance for coursework commensurate with program changes and incumbent's qualifications)</i>
Hours of Work:	9:00 am-3:00 pm, Monday to Friday
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	<b>Punnichy</b>

#### POSITION SUMMARY

The Stepping into Employment & Entrepreneurship Essential Skills for the Workplace Instructor position is an in-scope position reporting to the ABE & Student Services Director. The incumbent will provide instruction/facilitation in the Stepping into Employment & Entrepreneurship program.

#### DUTIES AND RESPONSIBILITIES

- Provide facilitation on course content and national standards to group according to delivery calendar
- Manage the classroom to ensure an optimum learning environment
- Plan and deliver learning activities that reflect the values, beliefs, needs and contributions of a culturally diverse community
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance and other student-related information and report such information as required
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Be flexible and responsive to learner needs through the use of appropriate instructional/facilitation methodologies
- 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 experience
- Monitoring of the student's skill development and progress related to the job placements
- Supporting both the student and the employer to ensure a successful employment match
- Communication of program objectives to employers and agencies and interpreting employer needs for use in reinforcing employment expectations
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Apply regulations and policies adopted by Carlton Trail College
- To effectively deliver curriculum via a blended curriculum or online delivery model, as required

#### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Occupational Health and Safety Standards
- Excellent interpersonal skills
- Demonstrated experience working with learners from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns
- Demonstrated ability to organize time effectively
- Demonstrated ability to communicate effectively, both orally and in writing, with students, colleagues, support services and agencies
- Ability to adapt to changes in the work environment, structure, process requirements or cultures
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Ability to work with individuals with special learning needs
- Demonstrated familiarity with the tools and technologies that support working remotely
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

## EDUCATION

- The relevant knowledge or formal training essential to perform the functions of this position would be two years post-secondary training with major course emphasis in the Human Services or Work Preparation/Life Skills Certification.

## EXPERIENCE

- Two or more years' teaching and/or facilitation experience
- Experience in teaching adults is considered an asset
- Training or experience in adult education is considered an asset
- Experience in life skills/transition coaching