



English 101 – Critical Reading and Writing Instructor

Competition #OA2425-04

Position Title: Instructor
Classification: Instructional
Position Description: Attached
Appointment Date: October 7, 2024 – October 22, 2024
7.5 days (*plus an allowance for coursework commensurate with program changes and incumbent's qualifications*)
Hours of Work: To Be Assigned
Location: **Punnichy**

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

Application Deadline: **May 30, 2024**

English 101 – Critical Reading and Writing Instructor

POSITION SUMMARY

The English 101 Instructor is an out-of-scope position reporting to the Business & Skills Training Director. The incumbent will provide instruction in English 101 for the Mental Health & Addictions Counselling program. English 101 (Critical Reading and Writing) teaches learners basic skills in critical analysis and effective reading.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Mental Health & Addictions Counselling program
- Manage the classroom to ensure an optimum learning environment
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance, and other student-related information reports 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 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
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- To effectively deliver curriculum via a blended curriculum
- 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 ability to set high standards for oneself and others, and accepting responsibility for all actions
- Ability to travel
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies
- Demonstrated familiarity with the tools and technologies that support working remotely
- Demonstrated competence and recent experience in the use of MS Office Suite software and the ability to learn and adapt to changing technology.
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION

- A four-year bachelor's degree, majoring in English or communications, or equivalent combination of education and experience

EXPERIENCE

- Two years' recent/relevant business/industry experience
- Training or experience in Adult Education is considered an asset