



**Accounting Instructor, Office Administration**

**Competition #OA2425-07**

Position Title: Instructor  
Classification: Instructional  
Position Description: Attached  
Appointment Date: October 4, 2024 – April 11, 2025  
135 hours (*plus an allowance for coursework commensurate with program changes and incumbent's qualifications*)  
Hours of Work: Fridays from 9:00am-4:00pm  
Location: **Humboldt**

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

**Application Deadline: July 16, 2024**

# Accounting Instructor, Office Administration

## POSITION SUMMARY

The Accounting Instructor is an out-of-scope position reporting to the Business & Skills Training Director. The incumbent will provide instruction in Accounting 105 (Accounting), Accounting 136 (Automated Accounting), and Quickbooks for the Office Administration program.

## DUTIES AND RESPONSIBILITIES

- Provide instruction in the Office Administration Program for ACCT 105 (60 hours), ACCT 136 (60 hours) and Quickbooks (15 hours)
- 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

- Bachelor of Education degree with a major in Business Education or
- Bachelor of Education degree plus an Office Education Certificate or
- An equivalent combination of education and experience

## EXPERIENCE

- A minimum of two years' current experience (within the past five years) in an office or teaching environment that includes the use of computers
- Two or more years' teaching experience.
- Training or experience in Adult Education is considered an asset