

POSTING NOTICE

COMPETITION #: SC-025-2425

POSTING DATE: October 15, 2024

CLOSING DATE: October 25, 2024

CLOSING TIME: 12:00 PM

POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Instructor, Early Childhood Education (ECE)

PROGRAM AREA: Post-Secondary Education

CLASSIFICATION: Instructor

SALARY: As per Collective Agreement – Instructor salary grid

LOCATION: Melfort, SK

POSITION TERM: January 2, 2025 – May 24, 2025

HOURS OF WORK: 207 hours/34.5 days

STATUS: Term / Part-Time

IMMEDIATE SUPERVISOR: Coordinator, Post-Secondary Education

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

This position is primarily responsible for instruction of the Early Childhood Education program.

JOB DUTIES AND RESPONSIBILITIES:

1. Instructing:

- Provide instruction in specific programs as assigned.
- Instruct practical and theory in all areas of the program.
- Prepare and deliver lessons, assignments, lectures and demonstrations.
- Evaluate students through the use of exams, assignments and observations, and to record student progress.
- Practice good interpersonal skills and have a willingness to work in a “team” environment.
- Control inventory and student records as outlined by the College.
- To effectively deliver (or be willing to learn in order to effectively deliver) curriculum via a blended curriculum or online delivery model, as required.

2. Program Planning and Promotion:

- Participate in the planning process to assist in determining College program plans.
- Assist in developing and implementing new programs.
- Assist in the development of program enhancements.
- Act as a subject resource when required to do so.

3. Communications and Decision Making:

- Communicate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public.
- Refer specific training requests to the appropriate College personnel.

- Participate in meetings and discussions with stakeholders such as co-workers, clients, agencies, business and industry, educational institutions, partners in program development and delivery, and aboriginal organizations.
- Participate in the team decision making process.

4. Additional Duties:

- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience:

- The minimum educational qualification for this position is a Bachelor of Education Degree with major in Early Childhood Education or an equivalent combination of education, training and experience.
- The minimum amount of practical, related experience required to perform the duties of this position is two years' experience in the last five years working in an early childhood setting as a child care worker, educator or Instructor.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Demonstrated proficiency in course delivery.
- Demonstrated experience in managing multiple tasks.
- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and other applications.
- Demonstrated oral and written communications skills.
- Demonstrated effective public relations and public speaking skills.
- Demonstrated interpersonal skills and the ability to work in a team.
- Demonstrated analytical and problem solving skills.
- Demonstrated ability to analyze needs, solve problems, and make recommendations.
- Ability to travel as required by the position.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working remotely

3. Other Requirements:

- Valid Driver's license is required.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required.