

POSTING NOTICE

COMPETITION #: SC-050-2425

POSTING DATE: December 17, 2024

CLOSING DATE: January 7, 2025

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Instructor

PROGRAM AREA: Pathways to Education and Employment

SALARY: As per Collective Agreement Instructional Salary Grid

LOCATION: Melfort, SK

POSITION TERM: January 20, 2025 to May 16, 2025

TOTAL DAYS/HOURS: 159 hours/26.5 days (2 days per week)

STATUS: Term / Part-time

IMMEDIATE SUPERVISOR: Manager, Adult Education, Essential Skills & English as a Second Language

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

TERM POSITION SUMMARY:

This position is primarily responsible for providing instruction of Adult Basic Education, as prescribed in course curricula by the Ministry of Education, within the Pathways to Education and Employment program.

JOB DUTIES AND RESPONSIBILITIES:

1. Main Responsibilities:

- Develop and submit to the supervisor, a course program outline in accordance with the curriculum guide for each course.
- To plan an adequate amount of preparation time prior to the program or course starting date.
- To develop and maintain an effective evaluation system, which monitors students' progress.
- Provide instruction to learners to develop their skills, abilities, knowledge in accordance with Suncrest College's Instructional Standards and the curriculum guide for each course.
- To ensure that sufficient resources are available throughout the program for instruction.
- To support students in areas of academic achievement, and in issues that affect regular attendance.
- To effectively use technology in the classroom to enhance instruction and learning of the participants.
- To complete the necessary forms and reports.
- To be responsible for all activities which occur as part of the program.
- Ensure the work practices are consistent with College policies and procedures.
- Pursue professional development opportunities to keep current with employer and educational requirements.
- Other duties that are deemed necessary for the successful operation of the position, program or course as assigned by the supervisor.
- 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. Additional Duties

- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is a four-year Bachelor of Education Degree.
- Professional “A” Teaching Certificate is required.
- The minimum amount of practical, related experience required to perform the duties of this position is two years of teaching experience, with a preference for experience in an adult setting.
- Registered or eligible to register with Saskatchewan Professional Teachers Regulatory Board.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Demonstrated content knowledge of subjects to be taught.
- Demonstrated ability to relate to adult learners and their concerns.
- Demonstrated ability to provide effective basic day-to-day counselling skills and refer students to appropriate College personnel as necessary.
- Demonstrated leadership skills.
- Excellent written and communication skills.
- Excellent instructional skills, including the use of technology in daily instruction.
- Demonstrated ability to work cooperatively with other staff in a team delivery approach to Adult Basic Education.
- Ability to operate A/V equipment, related computer equipment, and other technology used in the learning process such as video conferencing equipment, digital whiteboard technology, etc.
- Excellent computer skills, including the ability to use the internet for research, and the College email system.
- Ability to handle continuous intake and individualized instruction at rural locations.
- Ability to teach many curricula.
- 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

- May require valid drivers’ license to travel to location outside of campus (refer to posting for position location).
- Satisfactory Criminal Record Check and Vulnerable Sector Check Required.