

POSTING NOTICE

COMPETITION #: SC-159-2526

POSTING DATE: July 31, 2025

CLOSING DATE: August 12, 2025

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Instructor

PROGRAM AREA: Early Childhood Education Diploma

CLASSIFICATION: Instructor

SALARY: As per Collective Agreement Instructor Salary Grid

LOCATION: Yorkton, SK – Main Campus

POSITION TERM: September 15, 2025 to June 26, 2026

HOURS OF WORK: 932 hours/155.33 days

STATUS: Term / Part-Time

IMMEDIATE SUPERVISOR: Dale Holstein, 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 Diploma 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. Communication 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 Indigenous 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 relevant four-year degree: Bachelor of Education, Bachelor of Child and Youth Studies, or Bachelor's in Child Development.
- The minimum amount of practical, related experience required to perform the duties of this position is two years' recent and relevant experience working in an Early Learning and Childcare Education setting as an Early Childhood Educator/Teacher/ECE 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 competence and recent experience in the use of the internet, e-mail, MS Office Suite software and the ability to learn and adapt to changing technology.
- Effective oral and written communications skills.
- Effective instructional ability.
- Demonstrated effective public relations and public speaking skills.
- Effective interpersonal skills and the demonstrated ability to function as a team member in an ever-changing environment.
- Demonstrates Values Diversity.
- 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.