

POSTING NOTICE

COMPETITION #: SC-246-2526

POSTING DATE: May 13, 2026

CLOSING DATE: May 25, 2026

CLOSING TIME: 12:00 PM

POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Instructor (dual credit – Early Childhood Education: Certificate of Achievement)

PROGRAM AREA: Adult Education

CLASSIFICATION: Instructor

SALARY: As per Collective Agreement Instructor Salary Grid

LOCATION: TBD – Online/Remote Delivery

POSITION TERM: November 2, 2026 to June 17, 2027

TOTAL DAYS/HOURS: 454 hours/75.67 days

STATUS: Term / Part-time

IMMEDIATE SUPERVISOR: Darran Teneycke, Senior Coordinator, Adult Education

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

TERM POSITION SUMMARY:

This position is primarily responsible for instructing the ECE courses in the Early Childhood Education Certificate of Achievement Program, credited by Saskatchewan Polytechnic, as part of the Adult 12 dual credit program. The instructor's responsibilities include lesson planning, developing and delivering practical and theoretical instruction, evaluating student performance, and providing reports as required. Courses will be offered in a synchronous classroom. Instruction to the class will require Brightspace programming and class meetings via Microsoft Teams.

MAIN RESPONSIBILITIES:

- Instructing the ECE courses in the Early Childhood Education Certificate of Achievement Program, as credited by Saskatchewan Polytechnic, as part of the Adult 12 program
- Deliver and evaluate theory assignments and develop and assess lab activities, following guidelines and standards set out by Saskatchewan Polytechnic
- Develop timetables, in consultation with the program's coordinator, using number of teaching hours and format set by Saskatchewan Polytechnic
- Provide formative and summative student evaluation and feedback in a timely manner.
- Liaise with program staff in all areas to maximize student support and success.
- Identify appropriate resource material (i.e. videos, printed material) and work with college staff to secure the same
- Arrange appropriate guest speakers, as required.
- Maintain and submit attendance reports and monthly program reports.
- Participate in the College evaluation of the program by maintaining records and documents on the progress of the participants and using other data for evaluation purposes.
- Provide instruction using a variety of teaching strategies, including technology enhanced teaching and learning strategies in the classroom.

- Maintain the confidentiality and privacy of the College and its clients as per the College Oath of Confidentiality.
- Other duties that are deemed necessary for the successful operation of the position, program or course as assigned by the supervisor.

QUALIFICATIONS:

1. Education & Experience:

- The minimum educational qualification for this position is a four-year Bachelor of Education Degree.
- Preference may be given to candidates with the following qualifications:
 - Experience teaching the Saskatchewan Polytechnic ECE program.
 - Specialization in Early Childhood Education.
- 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.

2. Knowledge, Skills & Abilities:

- Demonstrated experience working with people from equity groups in a cross-cultural setting.
- Demonstrated ability to relate to adult learners and their concerns.
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred.
- Demonstrated familiarity with the tools and technologies that support working from home. i.e.. Microsoft Team, Office 365, Web Access Plus, Brightspace, etc.
- Excellent written and oral communication skills.
- Excellent instructional skills.
- Demonstrated ability to work cooperatively with other staff in a team delivery approach to Adult Basic Education.

3. Other Requirements

- Valid Saskatchewan Drivers' license
- Satisfactory Criminal Record Check and Vulnerable Sector Check Required.