

POSTING NOTICE

COMPETITION #: SC-262-2526

POSTING DATE: August 20, 2026

CLOSING DATE: when filled

CLOSING TIME: 12:00 PM

POSTED: EXTERNAL

POSITION TITLE: Teaching & Learning Mentor

CLASSIFICATION: Instructor

SALARY: As per Collective Agreement Instructor Salary Grid

LOCATION: Yorkton, SK

POSITION TERM: As soon as possible to June 25, 2027

TOTAL DAYS/HOURS: 540 hours/90 days

STATUS: Term / Part-time

IMMEDIATE SUPERVISOR: Teri Thompson, Vice President, Academics & Learner Engagement

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

POSITION SUMMARY:

The Teaching & Learning Mentor provides instructional mentorship and support to staff to ensure successful, consistent course delivery and appropriate blended learning models are implemented. This includes providing support in the areas of Brightspace, Microsoft 365, and other learning technologies. In addition, the incumbent is responsible for supporting programs in course administration, course design, course creation, and course evaluation. The position assists the Teaching and Learning team in the preparation and implementation of relevant staff training and student resources to support learning. The incumbent is also responsible for mentoring staff and liaising with other program areas to provide support in the areas of course development, course design, and course recommendations for both internal and external projects and initiatives.

JOB DUTIES AND RESPONSIBILITIES:

1. Brightspace Support:
 - Maintain administrative and technical proficiency in Brightspace, the College's designated Learning Management System (LMS).
 - Assist in determining and assessing instructional needs, mentoring, designing, and developing instructional materials to support implementation and evaluation.
 - Provide mentorship in consultation with Supervisors and Instructors in ensuring Brightspace courses comply with the College's Course Recommendation Guide and LMS Standards.
 - Liaise between instructors and supervisors to assist in the implementation of recommendations based on the College's Course Recommendation Guide and/or the guidance of program coordinators/managers.
 - Demonstrate and lead instructors in attaining Brightspace skills through small group or large group settings and the development of digital resources.
 - Troubleshoot and resolve Brightspace issues in relation to Teaching and Learning.
 - Support IT's efforts to achieve effective integration, maintenance, troubleshooting and solutions.
 - Respond to staff regarding instructional inquiries and issues with Brightspace.

- Work with the Technology department, supervisors, and third-party publishers to support the implementation of learning tool integrations onto Brightspace.
2. Mentoring Support:
- Advise staff of good andragogy in face-to-face and virtual environments and provide input into curriculum on adapting content for synchronous and asynchronous learning in an online environment
 - Mentor staff in implementing engaging approaches to achieving learning outcomes in face-to-face and online learning environments.
 - Provide recommendations, training, and support to staff using the Microsoft Teams platform, Respondus, and Akindi as a means of online delivery.
 - Assist staff on the design and development of fully online, interactive, and blended Brightspace courses.
 - Engage with staff / IT to identify potential issues or challenges and assist in developing solutions.
 - Implement existing and provide progressive recommendations for standards around Instruction blended learning.
 - Participate in consultation with subject matter experts, including partners, instructors, collaborators, supervisors, and relevant committees on curriculum development initiatives.
3. Training and Resources:
- Create support materials and training resources and training opportunities which assist staff in the successful implementation of Instructional Standards and Blended Learning.
 - Develop and facilitate training sessions for various audiences on the academic use of Brightspace and various learning technologies for teaching and learning online.
 - Create and adapt existing training materials to accommodate self-learners and make resources accessible to staff and students.
 - Pilot other educational technologies, trends, best practices and make recommendations in the best interest of staff and students.
 - Assist in learning design and development projects and initiatives.
4. Additional Duties:
- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience:
- The minimum education requirement for this position is a Bachelor of Education degree and a Professional 'A' Teaching Certificate.
 - The minimum amount of practical, related experience required to perform the duties of this position is five years' experience teaching in a blended format.
 - An equivalent combination of education and experience may be considered for this position. This would include a Bachelor's degree from a recognized institution and demonstrated experience in instructional design and development for online education, and multimedia training and evaluation.
 - Demonstrated experience working with people from equity groups in a cross-cultural setting.
 - Demonstrated experience instructing using technology.
 - Experience working with learning management system(s), particularly Brightspace, and other educational technologies is essential.
 - Experience mentoring and coaching staff in the areas of course delivery and course creation.
 - Experience with online course development and delivery using a Learning Management System.
 - Experience in the development of blueprints for Brightspace courses and in providing programming/development support.
 - Thorough understanding and working knowledge of Brightspace, Microsoft 365 and Respondus Lockdown Browser

- Experience with eLearning theories and applying those to design, and create engaging eLearning experiences that drive retention and measurable key performance indicators
- Ability to function independently with problem-solving skills, as well as managing multiple priorities and complex tasks.
- Excellent presentation and written communication skills.
- Demonstrated skills in working collaboratively in a team environment.
- Experience providing constructive feedback.

1. Knowledge, Skills & Abilities:

- Knowledge of adult learning theory and concepts.
- Demonstrated proficiency in the use of technology including Brightspace, Microsoft 365, and other web based online communication programs.
- Demonstrated ability in designing and developing digital courses and materials and the application for effective delivery.
- Experience utilizing, evaluating, adapting, implementing, and understanding of innovative instructional strategies.
- Experience and understanding of technology use in the classroom, including SMART technology.
- Demonstrated superior interpersonal skills, with an emphasis on the ability to negotiate and resolve conflicts.
- Demonstrated ability to adapt to changing circumstances.
- Demonstrated ability to use deliberate strategies to influence, persuade and inspire others.
- Demonstrated conceptual skills and problem-solving ability.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds
- Demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to manage multiple projects and priorities simultaneously.

2. Other Requirements:

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