

POSTING NOTICE

COMPETITION #: SC-299-2627

POSTING DATE: July 9, 2026

CLOSING DATE: July 21, 2026

CLOSING TIME: 12:00 PM

POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Instructor

PROGRAM AREA: Primary Care Paramedic (PCP)

CLASSIFICATION: Instructor

SALARY: As per Collective Agreement Instructor Salary Grid

LOCATION: Melville, SK

POSITION TERM: August 17, 2026 – May 28, 2027

HOURS OF WORK: Casual – as needed

STATUS: Term / Casual

IMMEDIATE SUPERVISOR: Loreben Bontao, Coordinator, Post-Secondary Education

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

POSITION SUMMARY:

This position is primarily responsible for the instruction of the Primary Care Paramedic Certificate program. Course curriculum is directed by Saskatchewan Polytechnic. The instructor must plan, teach, coach, evaluate and record student progress and supervise students in classroom and lab settings.

JOB DUTIES AND RESPONSIBILITIES:

1. Instructing:

- Provide quality instruction that aligns with the College's Instructional Standards in assigned programs.
- Instruct, monitor and evaluate practical and theory in all areas of the program.
- Prepare and deliver lessons, assignments, lectures, labs and demonstrations.
- Assess and evaluate students through the use of exams, assignments and projects.
- Report, as required, on student progress and program effectiveness.
- Practice good interpersonal skills and ensure a positive classroom environment.
- Control inventory and student records as outlined by the College.
- Set up classroom facilities/labs.
- 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.
- Develop and maintain community / agency partnerships.
- 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 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 an Advanced Care Paramedic Diploma from a recognized institution.
- The minimum amount of practical, related experience required to perform the duties of this position is two years recent and relevant experience as Advanced Care Paramedic.
- Licensed with Saskatchewan College of Paramedics.
- Current Instructor level certification in International Trauma Life Support (ITLS) would be considered an asset.
- Current Provider level certification in Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) would be considered an asset.
- Applicants must meet Saskatchewan Polytechnic accreditation requirements.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Demonstrated proficiency in course delivery to ensure student success and satisfaction.
- Demonstrated understanding of, and ability to apply basic principles and practices of adult education to assist learners with the required emergency health care knowledge and skills.
- 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 Saskatchewan Driver's license is required.
- Satisfactory Vulnerable Sector Check required.