POSTING NOTICE

COMPETITION #: SC-336-2627
POSTING DATE: November 16, 2026
CLOSING DATE: November 25, 2026
CLOSING TIME: 12:00 PM
POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Instructor
PROGRAM AREA: Adult Education
CLASSIFICATION: Instructor
SALARY: As per Collective Agreement Instructor Salary Grid
LOCATION: Fishing Lake First Nation, SK
POSITION TERM: January 18, 2027 to May 14, 2027 (4 days per week: Monday to Thursday)
TOTAL HOURS/DAYS: 375 hours/62.5 days
STATUS: Term / Part-time
IMMEDIATE SUPERVISOR: Darran Teneycke, Senior Coordinator, Adult Education

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

TEMPORARY POSITION SUMMARY:

This position is primarily responsible for providing instruction of Adult Basic Education Level 3/Adult 10 and / or Level 4/Adult 12 as prescribed in course curricula by the Ministry of Education.

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 learners' 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 learners 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 learners 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 Saskatchewan drivers' license to travel to location outside of campus (refer to posting for position location).
- Satisfactory Criminal Record Check and Vulnerable Sector Check Required.