

## POSTING NOTICE

**COMPETITION #:** SC-48-2324

**POSTING DATE:** November 3, 2023

**CLOSING DATE:** November 17, 2023

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL/EXTERNAL

**POSITION TITLE:** Instructor, Industrial Mechanics Applied Certificate (MATH107)

**CLASSIFICATION:** Instructor

**SALARY:** Instructor Salary Grid

**LOCATION:** Nipawin

**PROGRAM TERM\*:** January 1, 2024 to May 10, 2024

**TOTAL DAYS\*:** 6.67 days (includes 1.67 prep days)

**STATUS:** Term / Part-Time

**IMMEDIATE SUPERVISOR:** Coordinator, Post-Secondary Education

\*Start and end dates, and number of hours may vary slightly.

**Applications including Resume & Cover Letter to** [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **Term Position Summary:**

The successful applicant will provide practical and theoretical instruction of MATH107 to students enrolled in the Industrial Mechanics Applied Certificate program as outlined in the Saskatchewan Polytechnic curriculum. Responsibilities include planning, developing and delivering instruction, evaluating student performance, providing guidance, and presenting workshops related to math.

### **Main Responsibilities:**

Under the direction of the Coordinator, PSE, the successful applicant will:

- Select, design, update and construct training aids/materials
- Effectively deliver (or be willing to learn in order to effectively deliver) curriculum via a blended curriculum or online/hybrid delivery model, as required
- Maintain the confidentiality and privacy of the College and its clients as per the Suncrest College Oath of Confidentiality
- Prepare and deliver lessons, assignments, lectures and demonstrations for education purposes according to the curriculum outline, objectives, and resource material provided by Saskatchewan Polytechnic
- Arrange guest speakers if appropriate
- Evaluate students through the use of exams, assignments and observations following guidelines and standards set out by Saskatchewan Polytechnic
- Maintain records and documents regarding student progress
- Maintain and submit attendance reports

- Submit monthly reports, as required
- Provide formative and summative student evaluation and student feedback in a timely manner
- Supervise students in classroom, shop, labs, tours, etc
- Counsel students and prospective students on matters pertaining to the program and job opportunities
- Identify appropriate resource material and work with College staff to secure (i.e.: video, print material, web-based material, etc.)
- Assist in/arrange for equipment maintenance within the program
- Set-up and take-down shop before and after program
- Possess good interpersonal skills and a willingness to work in a “team” environment
- Communicate orally and on paper, ideas and concepts in an accurate and concise manner
- Deliver courses using a variety of teaching strategies and techniques, including technology enhanced learning
- Maintain the confidentiality and privacy of the College and its clients as per the Suncrest College Oath of Confidentiality
- Other duties as assigned.

#### **Qualifications, Knowledge, Education & Skills:**

- A four-year Bachelor of Science degree, or equivalent, with sufficient classes in pure and/or applied mathematics to constitute a major (U of S / U of R standards)
- Two years recent relevant business or industry experience or post-secondary teaching experience
- Effective interpersonal skills
- Effective instructional skills
- Demonstrated competence and recent experience in the use of technology such as MS Teams, Microsoft Office Suite, Brightspace, Outlook, etc. with the ability to learn and adapt to changing technology
- Effective time management skills
- Effective experience working as part of a team in an ever-changing environment
- Recent/relevant teaching experience (within the last five years)
- Effective written and oral communication skills
- Ability to work with people from equity groups, and demonstrated value of diversity.
- Skills and Abilities: use a variety of group facilitation techniques and experimental learning strategies and processing skills, including technology in the classroom. The successful candidate will also be able to use needs assessment instruments and techniques as well as preliminary evaluation techniques

#### **Systematic Conditions of Employment:**

The employment commencement and termination dates and actual assigned days and percentage of time (FTE) are subject to change. The College may withdraw this posting if it is unable to maintain its funding.

1. Qualifications of the successful applicant are subject to approval by the credit granting institution.
2. Official documentation of qualifications must be submitted.
3. Official documentation of experience must be submitted.
4. An updated resume must be submitted.
5. All external applicants must submit a satisfactory Criminal Record Check subsequent to job offer.

*\*Please include a contact phone number you can be reached at, after the posting closes.*