



Industrial Mechanics DRFT 113 Instructor

Competition #OA2324-05

Position Title: Instructor
Classification: Instructional
Position Description: Attached
Appointment Dates: April 3, 2024 – May 2, 2024
5 days (*plus an allowance for coursework commensurate with program changes and incumbent's qualifications*)
Hours of Work: To Be Assigned
Location: Humboldt

Human Resources Department
P.O. Box 720
Humboldt SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623

Application Deadline: January 31, 2024

Industrial Mechanics DRFT 113 Instructor

POSITION SUMMARY

The Draft 113 Instructor position is an out-of-scope position reporting to the Business & Skills Training Director. The incumbent will provide instruction in Draft 113 for the Industrial Mechanic program.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Industrial Mechanic program
- Manage the classroom to ensure an optimum learning environment
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance, and other student-related information and report such information as required
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Be flexible and responsive to learner needs through the use of appropriate instructional methodologies
- Respond to curriculum/course demands and make necessary adjustments according to learner needs
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Develop working relationships with appropriate external partners and employers supporting students in work experience
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- To effectively deliver curriculum via a blended curriculum
- Apply regulations and policies adopted by Carlton Trail College

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills
- Excellent interpersonal skills
- Demonstrated ability to work with individuals with special learning needs
- Ability to work with people from equity groups
- Ability to organize time effectively
- Ability to communicate effectively, both orally and in writing, with students, colleagues, support services, and agencies
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers, and students apprised of important developments
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements, or cultures
- Demonstrated ability to set high standards for oneself and others, and accepting responsibility for all actions
- Ability to travel
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies
- Demonstrated familiarity with the tools and technologies that support working remotely
- Demonstrated competence and recent experience in the use of MS Office Suite software and the ability to learn and adapt to changing technology.
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION

- Two-year engineering technology Diploma in one or more of the following disciplines: Drafting, Mechanical, CAD/CAM, including an advanced CAD drafting course

EXPERIENCE

- Two years recent/relevant business/industry experience including AutoCAD software
- Experience in a classroom setting (minimum of 2 years)
- Training or experience in Adult Education is considered an asset