



Adult Basic Education Substitute Instructors**Competition #OA2324-16**

Position Title:	Substitute Instructors
Department:	Adult Basic Education
Position Description:	Attached
Hours of Work:	Casual; on an as-needed basis
Location:	Punnichy, Wadena, and/or Wakaw

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

Application Deadline: January 31, 2024

POSITION SUMMARY

The Adult Basic Education Substitute Instructor position provides support to the current Adult Basic Education Instructors when needed. This position reports to the Program Coordinator (ABE) and will work on a casual basis.

The successful candidate(s) will have their name(s) added to the *Carlton Trail College Substitute Instructor List* for the locations of their choosing (Punnichy, Wadena, and/or Wakaw) and will be called in when needed.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Adult Basic Education program when needed
- Manage the classroom to ensure an optimum learning environment
- Provide appropriate evaluation, assessment, and feedback to students as needed
- Be flexible and responsive to learner needs through the use of appropriate instructional methodologies
- Work cooperatively in an interdependent team environment
- Apply regulations and policies adopted by Carlton Trail College
- To effectively deliver curriculum via a blended curriculum or online delivery model, as required

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal skills
- Ability to organize time effectively
- Demonstrated ability to work with individuals with special learning needs
- Ability to communicate effectively, both orally and in writing
- 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
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies
- Demonstrated familiarity with the tools and technologies that support working remotely
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION AND EXPERIENCE

- Saskatchewan Teaching Certificate
- Experience instructing in high school classrooms considered an asset