

CarltonTrailCollege.

Attached is a posting for a Carpentry Instructor (Intro to Construction Work) position that is currently available in Punnichy. Applications must be accompanied by an updated resume.

This competition will end on **May 30, 2025**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

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

Position Title:	Instructor
Classification:	Instructional
Position Description:	Attached
Appointment Dates:	September 2, 2025 – December 19, 2025 69.8 days (5.5-hour days) <i>(plus an allowance for coursework commensurate with program changes and incumbent's qualifications)</i>
Hours of Work:	9:00 am-3:00 pm, Monday to Friday
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	Punnichy

POSITION SUMMARY

The Introduction to Construction Work Instructor position is an in-scope position reporting to the Workforce Development Manager. The incumbent will provide instruction in the Introduction to Construction Work program. This program is offered in partnership with the Horizon School Division for the Grade 11 and 12 students attending Punnichy Community High School.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Carpentry Applied Certificate program
- Manage the classroom to ensure an optimum learning environment
- Manage the classroom to ensure a safe environment including maintaining a clean and organized shop area and a hazard free learning environment.
- Ensure shop tools/equipment are safely stored and well maintained
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance and other student-related information and report such information as required to appropriate individuals
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be aware of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- 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
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Demonstrated familiarity with the tools and technologies that support effective curriculum delivery via a blended or online model (i.e., Learner management systems such as Brightspace)
- 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
- Demonstrated ability to serve as a positive role model and mentor, fostering leadership, respect, and responsibility among youth.
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred
- 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
- Exemplifies the College's cultural values of being respectful, inclusive, accountable, and innovative

EDUCATION

- Grade 12 or equivalent
- Interprovincial Journeyperson Certificate in the Carpentry trade.

EXPERIENCE

- Two years recent/relevant experience as a carpenter
- Proven ability in the workplace providing quality carpentry results.
- Experience in teaching adults is considered an asset.

OTHER REQUIREMENTS

- Criminal Record Check and Vulnerable Sector Check that are both satisfactory to Carlton Trail College.