

CarltonTrailCollege.

Attached is a posting for a Early Childhood Education Diploma Program Instructor position in Humboldt. Applications must be accompanied by an updated resume.

This competition will end on **July 25, 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 – May 15, 2026
80 days (*plus work placement days, plus an allowance for coursework commensurate with program changes and incumbent's qualifications*)
Hours of Work: Tuesday to Friday, Hours to be Assigned
Wage: As per Collective Agreement depending on qualifications and experience
Location: **Humboldt**

POSITION SUMMARY

The Early Childhood Education Instructor position is an in-scope position reporting to the Post-Secondary Programs Manager. The incumbent will provide instruction in Year 2 of the Early Childhood Education Diploma program.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Early Childhood Education diploma 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
- 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
- Demonstrated familiarity with the tools and technologies that support effective curriculum delivery via a blended or online model
- Apply regulations and policies adopted by Carlton Trail College
- Perform other duties as assigned

KNOWLEDGE, SKILLS & 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 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

- Bachelor of Education with a major, focus or specialty in Early Childhood Education or an equivalent combination of education, training and experience.

EXPERIENCE

- Two or more years recent/relevant experience working with Early Childhood setting as a childcare worker, educator, or instructor.
- Training or experience in adult education is considered an asset.