



Instructor & Facilitator Positions at Carton Trail College

Competition #OA2526-05

Position Title:	Instructor/Facilitator
Classification:	Instructional/Instructor Aide
Appointment Date:	Varied
Hours of Work:	Varied
Location:	Fishing Lake First Nation, Wadena, One Arrow First Nation, Wakaw, Punnichy, and other locations throughout the College region

Application Deadline: Ongoing Recruitment

To apply, please forward a letter of application quoting the competition number as indicated above. Please forward (by e-mail or mail) all applications to:

careers@carltontrailcollege.com

**Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0**

Tel: 306-682-2623

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POSITION SUMMARY

The Instructor/Facilitator positions at Carlton Trail College report to the Workforce Development Manager. The incumbents will provide instruction and/or facilitation in a variety of programs throughout the Carlton Trail College Region, including but not limited to: Life Skills, Essential Skills for the Workplace, Technology and Computers, Financial Literacy, Wellness & Personal Care, among other program areas.

DUTIES AND RESPONSIBILITIES

- Provide facilitation and/or instruction in programming at the College
- 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 reports 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
- 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

- Bachelor of Education degree is considered an asset
- An equivalent combination of education and experience may be considered

EXPERIENCE

- A minimum of two years' current experience (within the past five years) in an office or teaching environment
- Training or experience in Adult Education is considered an asset