

CarltonTrailCollege.

Early Childhood Education Instructor

Competition #OA2526-06

Position Title:	Instructor
Position Description:	Attached
Appointment Dates:	November 25, 2025 – March 27, 2026 97 hours (<i>plus an allowance for training and prep time</i>)
Hours of Work:	One weekday for 3 hours per evening and one weekend day for 6 hours every other weekend
Wage:	Depending on qualifications and experience
Location:	Fishing Lake First Nation

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

Application Deadline: November 20, 2025

Early Childhood Education Instructor – Certificate of Achievement

POSITION SUMMARY

The Early Childhood Education Instructor reports to the Post-Secondary Programs Manager. The incumbent will provide instruction in the Early Childhood Education program.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Early Childhood Education 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
- 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 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 is preferred
- Demonstrated familiarity with the tools and technologies that support working remotely
- Exemplifies the College's cultural values of being accountable, inclusive, innovative, and respectful

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.