



## **Mining Essentials Instructor**

***Competition #OA2526-09***

Position Title:	Instructor
Classification:	Instructional
Position Description:	Attached
Appointment Dates:	April 10, 2026 – May 8, 2026 20 days <i>(plus an allowance for coursework commensurate with program changes and incumbent's qualifications)</i>
Hours of Work:	To Be Assigned
Wage:	Depending on qualifications and experience.
Location:	<b>Humboldt</b>

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

**Application Deadline: December 4, 2025**

# Mining Essentials Instructor

## POSITION SUMMARY

The Mining Essentials Instructor position reports to the Workforce Development Manager. The incumbent will provide instruction/facilitation in the Mining Essentials program for the BHP Potash Academy.

## DUTIES AND RESPONSIBILITIES

- Provide facilitation on course content and national standards to group according to delivery calendar
- Manage the classroom to ensure an optimum learning environment
- Plan and deliver learning activities that reflect the values, beliefs, needs and contributions of a culturally diverse community
- 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/facilitation 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
- Monitoring of the student's skill development and progress
- Communication of program objectives to employers and agencies and interpreting employer needs for use in reinforcing employment expectations
- 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

- Knowledge of Occupational Health and Safety Standards
- Excellent interpersonal skills
- Demonstrated experience working with learners from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns
- Demonstrated ability to organize time effectively
- Demonstrated ability to communicate effectively, both orally and in writing, with students, colleagues, support services and agencies
- Ability to adapt to changes in the work environment, structure, process requirements or cultures
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Ability to work with individuals with special learning needs
- 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

- The relevant knowledge or formal training essential to perform the functions of this position would be two years post-secondary training with major course emphasis in the Human Services or Work Preparation/Life Skills Certification.

## EXPERIENCE

- Two or more years' teaching and/or facilitation experience
- Experience in teaching adults is considered an asset
- Training or experience in adult education is considered an asset
- Experience in life skills/transition coaching