

# Carlton Trail College.

## **Electrician Applied Certificate Instructor**

**Competition #2627-08**

Position Title:	Instructor
Classification:	Instructional
Position Description:	Attached
Appointment Dates:	September 8, 2026 – March 5, 2027 87.5 days+ 2 in-service days <i>(plus work placement days plus an allowance for coursework commensurate with program changes and incumbent's qualifications)</i>
Hours of Work:	To Be Assigned
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	<b>Humboldt</b>

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This competition will close on **July 17, 2026**. All applications received on or before that day will be considered. To apply, please forward a letter of application quoting the competition number as indicated in the attached posting detail. Please forward (by e-mail or mail) all applications to:

**[careers@carltontrailcollege.com](mailto:careers@carltontrailcollege.com)**

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

# Electrician Applied Certificate Instructor

Competition #2627-08

Function: Instruction  
Location: Humboldt

## POSITION SUMMARY

The Electrician Applied Certificate Instructor position is an in-scope position reporting to the Post-Secondary Programs Manager. The incumbent will provide instruction in the Electrician Applied Certificate program.

## DUTIES AND RESPONSIBILITIES

- Provide instruction in the Electrician 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
- 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

## 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 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
- Journeyman electrician in Saskatchewan or a construction electrician interprovincial journeyman

## EXPERIENCE

- Five years' recent/relevant experience in the electrician trade
- Proven ability in the workplace
- Experience in teaching adults is considered an asset