

CarltonTrailCollege.

Essential Skills for the Workplace

Competition #OA2627-06

Position Title:	Instructor
Classification:	Instructional
Position Description:	Attached
Location:	One Arrow First Nation
Appointment Dates:	October 19 – October 30/26 10 days (<i>plus an allowance for coursework commensurate with program changes and incumbent's qualifications</i>)
Hours of Work:	9:00 a.m. to 3:30 p.m. (1/2 hour for lunch)
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	Humboldt

This competition will close on **September 30, 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 on the attached posting detail. Please forward (by e-mail or mail) all applications to:

careers@carltontrailcollege.com

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

POSITION SUMMARY

The Essential Skills for the Workplace Instructor position is an in-scope position reporting to the Workforce Development Manager. The incumbent will provide instruction/facilitation in the Essential Skills for the Workplace program.

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
- Develop working relationships with appropriate external partners and employers supporting students in work experience
- Monitoring of the student's skill development and progress related to the job placements
- Supporting both the student and the employer to ensure a successful employment match
- 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 respectful, inclusive, accountable, and innovative

EDUCATION

- The relevant knowledge or formal training essential to perform the functions of this position would be two years of post-secondary training with major course emphasis on 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