CarltonTrailCollege.

MEMORANDUM

Attached is a posting for a Plumbing & Pipefitting Instructor with Carlton Trail College. Applications must be accompanied by an updated resume.

This competition will end on **November 9, 2026**. Applications received on or before that date 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:

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

Position Title:	Instructor
Classification:	Instructional
Position Description:	Attached
Appointment Dates:	February 23, 2027 – June 25, 2027 57.5 days + 1 in-service days *(plus work placement days plus an allowance for coursework commensurate with program changes and incumbent's qualifications)*
Hours of Work:	To Be Assigned
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	**Humboldt**

Plumbing and Pipefitting Instructor

Function: Instruction
Location: Humboldt

POSITION SUMMARY

The Plumbing and Pipefitting Instructor position is an in-scope position reporting to the Post-Secondary Programs Manager. The incumbent will provide instruction in the Plumbing program.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Plumbing 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
- 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

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.
- Operates with integrity at all times
- Demonstrated ability to keep the organization's vision and guiding principles at the forefront of decision making and action
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions

EDUCATION

- Grade 12 or equivalent
- Four-year Journeyman's Certificate in Plumbing

EXPERIENCE

- Proven ability in the workplace providing quality plumbing results
- Experience in teaching adults is considered an asset