

CarltonTrailCollege.

Attached is a posting for a CCA Instructor Aide available in Punnichy/Wynyard. Applications must be accompanied by an updated resume.

This competition will remain open until October 15, 2026. 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**

In all cases, salaries and benefits are according to the respective classification in the Collective Agreement.

Position:	Instructor Aide
Classification:	Non-Instructional
Position Description:	Attached
Appointment Dates:	ASAP – May 19, 2027
Hours of Work:	380+ hours between Punnichy and Wynyard for the duration of the CCA course
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	Punnichy/Wynyard Locations

POSITION SUMMARY

The CCA Instructor Aide reports to the Post-Secondary Program Manager. The position supports the CCA Instructor by assisting with classroom activities, providing student support, maintaining records, and helping ensure instructional materials and student resources are prepared and organized.

DUTIES AND RESPONSIBILITIES

- Facilitate student learning in the Continuing Care Aide Program (CCA).
- Assist the instructor with classroom activities and instructional support.
- Maintain student progress and attendance records as required.
- Assist the instructor in providing services and support to students.
- Maintain instructional materials and student resources.
- Work cooperatively in an interdependent team environment.
- Apply policies and regulations adopted by Carlton Trail Regional 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
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Demonstrated familiarity with the tools and technologies that support working remotely
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION

- Grade 12, Saskatchewan or equivalent.
- One year of related, relevant post-secondary training.
- CCA Training or a medical terminology background is considered an asset

EXPERIENCE

- Minimum of two years of experience in a classroom setting.
- Training or experience in adult education is considered an asset.

OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion.
- Criminal Record Vulnerable Sector Check that is satisfactory to Carlton Trail College.