



North West  
College

# CAREER OPPORTUNITY

## INTERNAL / EXTERNAL

|                        |  |                       |  |
|------------------------|--|-----------------------|--|
| <b>Classification:</b> | Instructor   | <b>Title:</b>         | Educational Assistant / Essential Skills for the Workplace |
| <b>Location:</b>       | Meadow Lake  | <b>Competition #:</b> | 15-ML-2425   |
| <b>Date Posted:</b>    | May 1, 2024  | <b>Closing Date:</b>  | May 15, 2024 at noon                                       |
| <b>Term:</b>           | February 19, 2025 – June 19, 2025<br>Term, Full-time (80 days) | <b>Salary Range:</b>  | As per the Collective Agreement                            |

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

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### Main Responsibilities:

Reporting to the Program Coordinator, the Instructor will plan and deliver the Educational Assistant / Essential Skills for the Workplace program. The Instructor:

- ◆ Prepares course outline and classroom instruction content to meet curriculum requirements.
- ◆ Identifies resources required for program delivery.
- ◆ Delivers classroom instruction consistent with the established curriculum, instruction plans, learning outcomes, instructional plans, learning objectives and with adult education principles.
- ◆ Implements student examinations and learning assessment tools that meet and follow the curriculum and College guidelines, standards and requirements.
- ◆ Implements in the course presentation, references to life and cultural experiences that connect to the subject material and enhance student comprehension and learning.
- ◆ Organizes and manages the classroom to ensure an optimum learning environment.
- ◆ Establishes, communicates and implements classroom participation and activity protocols, procedures and expectations.
- ◆ Administers the College attendance policy including recording daily student attendance and reporting attendance.
- ◆ Engages with, motivates and provides support to students in order to contribute to a positive and successful learning experience.
- ◆ Continually monitors and provides feedback on student classroom participation and learning progress.
- ◆ Counsels students on classroom participation and study techniques to enhance their learning ability and success in the program.
- ◆ Records and submits student assessment and evaluation marks on all tests, assignments and projects.
- ◆ Identifies student learning issues and refers students to, or consults with professional assistance.
- ◆ Implements student learning assistance plans as may be established.
- ◆ Assumes responsibilities outside the classroom by participating in College projects, programs, and activities as needed.
- ◆ Performs other responsibilities and duties as may be assigned to contribute to the success of student learning and a positive participation experience in College programs and activities.

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### Teaching Assignment (may include, but not limited to):

- ◆ TA 141 Supporting Instruction
- ◆ HS 115 Supporting Instruction
- ◆ HS 155 Positive Behaviour Supports
- ◆ Personal Development
- ◆ Essential Skills in Communication
- ◆ Workplace Numeracy
- ◆ Personal Development

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### Qualifications, Skills, Abilities and Experience:

- ◆ Bachelor's degree with a specialization in Human Services field.
- ◆ Master's degree preferred.
- ◆ Previous teaching in post-secondary would be an asset.
- ◆ Knowledge of and ability to use and operate standard office software including word processing, e-mail, spreadsheets, power point and the internet.
- ◆ Knowledge and ability to use standard office and classroom equipment.
- ◆ Ability to apply the principles, methodologies and techniques of Adult Education.
- ◆ Ability to identify student learning challenges and difficulties.
- ◆ Ability to organize, prepare and present information in a concise and complete manner which will allow others to understand and comprehend the course material and learning objectives and achieve desired learning.
- ◆ Ability to engage with students in a positive manner that assists and motivates them and contributes to their learning success.
- ◆ Demonstrated ability to have positive interpersonal relationships with all educational stakeholders: staff, partners and clients.
- ◆ Ability to work within a multi-cultural environment and to promote and encourage diversity, individual dignity and mutual respect.

- ◆ Ability to plan, organize, schedule and prioritize work and activities and perform effectively taking into account interruptions, conflicting and changing priorities and demands and application of deadlines.
- ◆ Ability to analyze, conceptualize and synthesize student needs and adapt teaching styles when necessary.
- ◆ Ability to manage classroom behavior and encourage and manage discussion groups with differing language skills, opinions, experience and backgrounds.
- ◆ Ability to work independently as well as collaboratively with a variety of individuals including colleagues, managers and students to establish and maintain a positive working relationship to achieve operational and program effectiveness.
- ◆ Ability to establish and maintain records appropriate to support program operational and information needs.
- ◆ A valid Saskatchewan driver's license.
- ◆ A satisfactory criminal records check is a condition of employment with North West College

**Qualifications are subject to the review and approval of Lakeland College.**

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If you are interested in this position with the College, please complete an Application for Employment. The application is located on the website at [www.northwestcollege.ca](http://www.northwestcollege.ca). Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

**Submit Applications to:**

Human Resources  
North West College  
10702 Diefenbaker Drive  
North Battleford SK S9A 4A8  
Fax: 306.445.2254

**Please Quote Competition #15-ML-2425**

**NWC thanks all those who applied however only those selected for an interview will be contacted.**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)