



North West
College

CAREER OPPORTUNITY

INTERNAL ONLY

Classification:	Instructor	Title:	Adult Basic Education – Level 3
Location:	Meadow Lake	Competition #:	17-ML-2425
Date Posted:	May 1, 2024	Closing Date:	May 15, 2024 at noon
Term:	August 19, 2024 – May 27, 2025 179 Days (Full-time, Term)	Salary Range:	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.

Main Responsibilities:

Reporting to the Basic Education Coordinator, the Instructor is responsible for organizing and delivering education program curriculum and content to realize established program learning objectives and for engaging with students in the educational setting to contribute to a positive and successful learning experience. The Instructor works within a designated teaching assignment promoting academic success and personal growth in students. The Instructor:

- Prepares course outline, classroom instruction content and marking scheme to meet curriculum requirements.
- Identifies resources required for program delivery.
- Delivers classroom instruction consistent with the established curriculum and learning outcomes, instruction plans, learning objectives and with adult education principles.
- Implements student learning assessments 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.
- Monitors and provides timely 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.

Teaching Assignment (May include, but not limited to):

- Humanities
- Financial Literacy 30
- Math 10
- WPA 20

Qualifications, Skills, Abilities and Experience:

- Bachelor of Education.
- Must hold or be eligible to hold a valid Saskatchewan teaching certificate.
- 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.
- Demonstrated ability to integrate technology with classroom instruction.

- Knowledge of and ability to apply the principles, methodologies and techniques of adult education
- Ability to conduct research and evaluation methodologies to determine applicable and relevant course content and instruction aid material to effectively present curriculum content and contribute to success of student learning;
- Ability to identify student learning challenges and difficulties.
- Demonstrated ability to address individual differences by providing alternative learning experiences for students.
- Ability to organize, prepare and present information in a concise and complete manner which will allow others to understand and comprehend the 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 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

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. 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 #17-ML-2425

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

Email: nwrccareers@northwestcollege.ca