



# CAREER OPPORTUNITY

EXTERNAL ONLY

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|------------------------|---|-----------------------|---|
| <b>Classification:</b> | Instructor  | <b>Program:</b>       | English as an Additional Language<br>IT2Teach |
| <b>Location:</b>       | North Battleford  | <b>Competition #:</b> | 29-BC-1718                                    |
| <b>Date Posted:</b>    | May 17, 2017  | <b>Closing Date:</b>  | May 31, 2017 at noon                          |
| <b>Term:</b>           | September 7, 2017 - May 30, 2018<br>Tuesday evenings + on-line<br>Term. Part-time (40 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.

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## Main Responsibilities:

Reporting to the Coordinator, Special Projects 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 and student participation experience. The Instructor works within a designated teaching assignment promoting academic success and personal growth in students, in a continuous intake classroom. The instructor is responsible for:

- ◆ Organizes program content to meet curriculum requirements and program learning objectives by researching, developing and preparing the course outline, educational content, text materials, instruction aids, and examination and learning assessment tools that meet established standards.
- ◆ Instructs course consistent with the established curriculum, instruction plans and learning objectives.
- ◆ Implements and manages Portfolio Based Language Assessment (PBLA)
- ◆ Organizes and manages the classroom to ensure an optimum learning environment for all students. Monitors and counsels students on classroom participation and behavior, learning progress and study techniques.
- ◆ Identifies student learning issues, implements student learning assistance plans, and refers students for professional assistance as needed.
- ◆ Records class attendance, marks, observations regarding student participation and progress, and incidents and reports to Supervisor as warranted.
- ◆ 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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## Qualifications, Skills, Abilities and Experience:

- ◆ Consistent with the Government of Saskatchewan, Ministry of the Economy's Minimum Qualifications Framework, the following criteria is required to instruct English as an Additional Language:
  1. A member in good standing of TESL Saskatchewan **and**,
    - a. Completion of the TESL Canada Professional Certificate Standard One Interim **or**,
    - b. TESL Saskatchewan accreditation **or**,
    - c. Completion of at least one of the required classes listed in the Framework by June 30, 2016 and a written commitment to meet the course-work requirements by July 1, 2017.
- ◆ A minimum of one year experience working with adult literacy or English as an additional language (EAL) programming.
- ◆ English as a first language and/or a high level knowledge of the English language.
- ◆ Knowledge of and ability to use and operate standard office software including word processing, email, spreadsheets, PowerPoint and the internet.
- ◆ 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 instructional aid materials to effectively present curriculum content and contribute to success of student learning.
- ◆ Ability to identify student learning difficulties and issues.
- ◆ Ability to work in a multi-cultural environment and promote and encourage diversity, individual dignity and mutual respect.
- ◆ Ability to utilize informational and critical listening skills.
- ◆ 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 analyze, conceptualize and synthesize student needs and adapt program and instructional content in accordance with level of students' skill.

- ◆ 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 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 establish and maintain records appropriate to support program operational and information needs.
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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 #29-BC-1718**

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

Email: [nwrccareers@nwrc.sk.ca](mailto:nwrccareers@nwrc.sk.ca)