



**INTERNAL ONLY**  
**3 Positions**

<b>Classification:</b>	Instructor	<b>Program:</b>	English as an Additional Language
<b>Location:</b>	North Battleford	<b>Competition #:</b>	01-BC-2526
<b>Date Posted:</b>	April 23, 2025	<b>Closing Date:</b>	May 5, 2025 at noon
<b>Term:</b>	September 4, 2025 – May 27, 2026 Monday and Wednesday Evenings Term. Part-time (40.5 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.

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### Main Responsibilities:

Reporting to the Coordinator, English as an Additional Language, the *Instructor* is responsible for organizing and delivering education program curriculum and content in alignment with the Indigenization Charter to realize established program learning objectives and outcomes. The Instructor must also engage 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.

- 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:

- A member in good standing of TESL Saskatchewan **and**,
  - TESL Saskatchewan Accreditation, **or**
  - TESL Canada Professional Certification, **or**
  - A minimum of 100 academic contact hours of post-secondary Teaching English as a Secondary Language (TESL) methodology and theory from a recognized institution.
- Canadian Language Benchmark (CLB) Bootcamp; or willing to complete in next available offering.
- Portfolio Based Language Assessment (PBLA) online course, or willing to complete in the next available offering.
- 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.
- Ability to apply the principles, methodologies and techniques of Adult Education.
- Ability to maintain and portray a student friendly approach to service.
- Ability to identify student learning challenges and difficulties.
- Superior written communications skills and effective public relations and public speaking.
- Ability to analyze, conceptualize and synthesize student needs and adapt teaching styles when necessary.
- Demonstrated skills in collaborative problem solving, analysis, and accountable leadership.

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- Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
  - 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 manage classroom behavior and encourage and manage discussion groups with differing language skills, opinions, experience and backgrounds.
  - Ability to work both independently and in a self-managed team environment.
  - Knowledge of, and ability to use, technology such as Zoom, Microsoft Office Suite, Outlook, Internet, Learning Management Systems and Social Media platforms, with the ability to learn and adapt to changing technology.
  - Ability to establish and maintain records appropriate to support program operational and information needs.
  - A valid Saskatchewan driver's license.
  - A satisfactory criminal record check, with the vulnerable sector search is a condition of employment with North West 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 #01-BC-2526**

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

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