



# CAREER OPPORTUNITY

## INTERNAL ONLY

<b>Classification:</b>	Instructor	<b>Title:</b>	Adult Basic Education – Level 2
<b>Location:</b>	North Battleford Frontier Mall Learning Centre	<b>Competition #:</b>	20-BC-2526
<b>Date Posted:</b>	April 23, 2025	<b>Closing Date:</b>	May 5, 2025 at noon
<b>Term:</b>	August 25, 2025 – May 8, 2026 160 days (Full-Time, Term)	<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 Basic Education Coordinator, the Instructor is responsible for organizing and delivering education program outcomes 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 and classroom instruction of content.
- Identifies resources required for program delivery.
- Delivers classroom instruction consistent with the established learning outcomes, instruction plans, learning objectives and with adult education principles.
- Implements student learning assessments that meet and follow the outcomes 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.

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

- Academic Math
- Communications
- Personal Development
- Employment Readiness

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### Qualifications, Skills, Abilities and Experience:

- A Bachelor's degree.
- Experience in training adults in literacy, life skills or employment readiness or the equivalent experience teaching in the classroom in the K-12 school system.
- 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 adult education;
- 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.

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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 #20-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)