



# CAREER OPPORTUNITY

## INTERNAL / EXTERNAL

<b>Classification:</b>	Instructor	<b>Title:</b>	Adult Basic Education, Level 4
<b>Location:</b>	North Battleford	<b>Competition #:</b>	17-BC-2627
<b>Date Posted:</b>	April 23, 2026	<b>Closing Date:</b>	May 4, 2026 at noon
<b>Term:</b>	August 31, 2026 – June 4, 2027 174 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. Internal applicants from NWC staff with seniority will be considered prior to outside applicants.

---

### Main Responsibilities:

Reporting to the Adult Basic Education Program Coordinator, the *Basic Education Instructor (Level 3 & 4)* delivers curriculum aligned with established learning objectives and actively engages with students to support a positive and successful learning experience. The Instructor works within a designated teaching assignment in order to promote students' academic success and personal, while aligning with the principles of the Indigenization Charter.

- Prepares course outlines, instructional content, and marking schemes in accordance with curriculum requirements.
- Identifies resources required for course/program delivery.
- Delivers course content consistent with established curriculum and learning outcomes, as well as in alignment with adult education principles.
- Conducts learning assessments following accordance with the curriculum requirements and College standards.
- Integrates real-life and cultural examples to improve student understanding.
- Organizes and manages the classroom to ensure an optimum learning environment.
- Establishes, communicates and implements classroom participation protocols and expectations.
- Administers and records daily student attendance reporting according to College policy.
- Engages with, motivates and provides support to students in order to contribute to a positive and successful learning experience.
- Advises students on study strategies to enhance learning and promote program success.
- Records and submits student assessment and evaluation marks on all tests, assignments and projects.
- Identifies student learning concerns and implements assistance plans in consultation with professional assistance.
- 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: Humanities (May include, but not limited to):

- English Language Arts 30
- Native Studies 30 or Canadian Studies 30
- Law 30

---

### Qualifications, Skills, Abilities and Experience:

- Bachelor of Education.
- Must have a valid Saskatchewan Teaching Certificate.
- Preference will be given to a Humanities major.

- Demonstrated competence and recent experience in the use of technology such as Zoom, Teams, Microsoft Office Suite products (including Outlook) Google Classroom, and the ability to quickly learn and adapt to new or evolving technology.
- 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 issues.
- Ability to analyze, conceptualize and synthesize student needs and adapt teaching styles when necessary.
- Demonstrated skills in collaborative problem solving, analysis, and accountable leadership.
- Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- Ability to maintain and portray a student friendly approach to service.
- 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.
- Ability to establish and maintain records appropriate to support program operational and information needs.
- A satisfactory criminal record 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](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 #17-BC-2627**

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

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