

CURRICULUM DEVELOPER JOB DESCRIPTION

PURPOSE OF THE POSITION

The Curriculum Developer will:

- review, research and development of training curriculum and material for IPS training programs in accordance with clearly established policies and procedures; and
- will operate within the confines of the Indigenous Perspectives Society's (IPS) vision, mandate, policy and standard operating procedures.

NATURE OF WORK AND POSITION LINKS

The Curriculum Developer reports directly to the Curriculum Development and Training Manager (or equivalent acting position)

To fulfill its responsibilities, the position develops and maintains relationships with:

Curriculum Development – to ensure the Manager is informed of any problems related to curriculum content, to identify issues and assist in developing strategies to solve issues; and to assist and inform the development and revision of curriculum using various modes of delivery including online, blended, onsite and community educational models.

Other IPS Project Leads – to exchange information on training activities

SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

Curriculum Evaluation & Development

- Provide input in the evaluation of programs operated by IPS as requested
- Assist with the planning, development, implementation, and revision of curriculum in keeping with changes in practice, legislation, and regulation as well as competencies required to meet delegation requirements when necessary
- Assist with the planning, development, implementation, and revision of curriculum in keeping with best practices
- Conduct research and consult with key collaborators for curriculum development purposes
- Prepare instructional material for printing and develop outlines with the necessary details to direct instruction
- Develop learning objectives and goals for each new curriculum and review learning objective for existing curriculum
- Inform the development of a research database that may be utilized to develop and review curriculum
- Identify resources required to develop and deliver training projects
- Other curriculum development and webinar development as directed

Other Duties

- Prepare and conduct presentations on the training project(s) as requested
- Provide in-class support to instructors delivering new curriculum
- Develop and distribute public relations materials which serve to promote the interests and activities of the IPS as directed
- Prepare briefing notes, proposals, or reports as requested
- Perform other duties as required

TOOLS/EQUIPMENT

- Computer for word processing, electronic mail, spreadsheets, presentations, learning management platforms, and audio/video equipment.
- Software includes: Microsoft office (Word, Access, Powerpoint, Publisher)
- Standard office equipment such as: facsimile, photocopiers, cell phone, audio visual equipment

WORKING CONDITIONS

- Travel throughout the Province of British Columbia is a possibility
- Delivery of training in a boardroom or classroom setting may be required
- May be required to work evenings and weekends

SELECTION CRITERIA

Education and Experience

- Bachelor or Master's degree in Education (in progress)
- Demonstrated employment history and desire to become a curriculum developer
- Demonstrated progressive experience in First Nations communities
- Strong research and analysis skills using various methods including databases, internet, survey/evaluation tools, library and university reference materials
- Demonstrated ability to develop curriculum, and public education materials
- Experience in using online learning management systems such as Moodle
- Prefer previous work experience in a First Nations/Aboriginal Child & Family Service Agency but not necessary

Preferred Knowledge, Skills and Abilities

- Knowledge of Aboriginal Social Work specifically in the area of child welfare and social service provisions
- Ability to create curriculum that centers Indigenous knowledge and reflects Indigenous pedagogies
- Acquainted with the theories and practices of online learning and the implementation of synchronous learning environments with multimedia engagement tools
- Sound knowledge of Aboriginal communities, cultures, traditions and practices in British Columbia
- Knowledge of legislation, regulations and practice standards pertaining to First Nations & Indigenous Child & Family Services
- Ability to prepare briefing notes, proposals and issue papers and reports for review by the Manager and the Executive Director.
- Ability to develop and maintain effective working relationships with groups and individuals with diverse or competing interests or diverse perspectives
- Familiarity with various delivery models including online, blended, onsite and community educational models
- Ability to plan, prepare, and deliver training and obtain feedback through presentations to potentially unreceptive or critical audiences
- Ability to prepare and provide clear, concise and complete verbal and written information at a level appropriate to the audience
- Proactively self-engage in ongoing professional development with a focus on evolving trends in Indigenous education and education technology
- Demonstrated ability to use computer applications (such as word-processing, databases, spreadsheets, electronic mail) to enter and retrieve data and create and edit a variety of training materials, reports or correspondence. Proficient with computer software including MS Office, learning platforms such as Adobe Connect and Moodle, databases and PowerPoint
- Familiarity with issues pertaining to copyright regulations in curriculum

- Ability to write curriculum using APA referencing
- Ability to work independently with minimum supervision
- Ability to develop and maintain relationships with co-workers and stakeholders
- Ability to organize, prioritize and manage workload, advising supervisor of significant issues
- Ability to exercise judgement and discretion and maintain confidentiality
- Valid BC Drivers' Licence

CERTIFICATION

I have read the contents of this job description and accept the position and responsibilities as described in this document.

Employee Name

Signature

Date