

## **MANAGER OF CURRICULUM AND LEARNING DEVELOPMENT JOB DESCRIPTION**

### **PURPOSE OF THE POSITION**

To manage all facets of the Indigenous Perspectives Society's (IPS) curriculum design and development in support of IPS's training programs and initiatives. To manage or develop, analyze, review, evaluate, recommend, and implement or revise policies, programs and procedures as they relate to the curriculum of IPS. To operate within the confines of the IPS vision, mandate, policy and standard operating procedures.

### **NATURE OF WORK AND POSITION LINKS**

The Manager of Curriculum and Learning Development reports directly to the Executive Director (ED) and is a member of the Management Team. The Manager of Curriculum and Learning Development is responsible for identifying curriculum development requirements and providing professional knowledge, advice and leadership necessary to design and develop course material that is current, relevant and applicable. The position will ensure that curriculum design, learning objectives and knowledge management systems support clients' learning and practice needs, using a blended learning approach and instructional methodology (online, classroom and peer-to-peer learning).

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

**Executive Director and Associate Director** - Provides expert advice and recommendations regarding deliverables associated with IPS training curriculum and materials; identifies issues and recommends resolution to issues. Advises on important issues with significant IPS impacts.

**IPS staff** - Provides leadership and communicates expertise to direct reports.

**Stakeholders (Ministry of Children and Family Development (MCFD), Indigenous Child and Family Service Agencies, and other community organizations)** - Establishes and develops rapport and maintains collaborative working relationships.

**Contracted Service Providers (Instructors, actors, sub-contractors)** - Follows-up with the IPS Contracted Service Providers to ensure appropriate development of curriculum. Communicates direction/techniques of IPS regarding the design and development of training curriculum and material.

**Represents the IPS** at various provincial and national conferences, meetings, forums, and committees as directed.

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### **SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

#### **Administration and People Management (60%)**

- Works collaboratively with other members of the management team. Contributes to identifying, developing and implementing strategic initiatives, policies, plans, training and programs necessary for the successful operation of the Society;
- Provides supervision, mentoring, coaching, and leadership to direct reporting staff and contractors and executes Human Resource related initiatives including setting performance objectives and developing work plans, prioritizing work, ensuring proper training, conducting performance appraisals;
- Facilitates, co-ordinates, plans, and participates at meetings, forums, conferences and events;
- Attends provincial and federal meetings on behalf of the Society;
- Provides proactive responses by communicating Society and partnership interests/concerns at meetings;
- Ensures compliance of course material with companywide curriculum standards and processes;
- Compiles and maintains information as it relates to developed education materials and curriculum;
- Prepares briefing notes, proposals or reports;
- Assists in the development of the curriculum development budgets;
- Promotes a safe work place; ensures that all established safety procedures are followed;
- Fosters and maintains positive working relationship with the Board of Directors and Society staff;
- Produces regular progress reports and/or adjusts schedules to meet targets and deadlines.

#### **Curriculum Development (30%)**

- Oversees the implementation of staff work plans;
- Develops and coordinates an overall knowledge management system for IPS;
- Oversees the design and development of IPS educational curriculum and course materials using comprehensive knowledge of conventional and innovative training techniques;
- Develops detailed course frameworks that include reviewing learning outcomes and mapping out course activities, assessments and resources;
- Designs online and blended courses, and selects and applies the most appropriate instructional design approaches to produce highly relevant, engaging and interactive content;
- Researches, selects, organizes, and creates content, learning activities, and assessments that are relevant and appropriate for each training program;
- Identifies appropriate resources, media and technologies (including social media tools) that will effectively support the achievement of the learning outcomes for each course;
- Designs evaluation strategies;
- Collaborates with the Programs Manager and Curriculum Development team to identify the curriculum development requirements, ensuring training material remains up to date and current;

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- Researches subject matter and analyzes information for courses;
- Observes training courses and conducts analyses to evaluate effectiveness of training;
- Facilitates training sessions, including online or e-learning, as required;
- Analyzes and evaluates regulatory, statute and other impacts or changes to determine their impact on Indigenous agencies and training requirements.

### **Partner Management (5%)**

- Creates and distributes briefings on critical issues identified at meetings to the partners;
- Ensures the Society's accountability and deliverables to partners and funders are achieved.
- Develops and provides relevant information for cooperative agreements between partners.
- Represents the Society in an advisory capacity to the partners, as directed
- Provides direction to others participating on assigned projects;

**Carries out other duties essential to the position as directed by the ED and/or AD.  
(5%)**

### **FINANCIAL RESPONSIBILITY**

- Required to follow policies and procedures as outlined in the Finance Policy and Procedure Manual.

### **DIRECT SUPERVISION**

- Directly supervises curriculum development employees and independent contractors.

### **TOOLS/EQUIPMENT**

- Computer for word processing, electronic mail, spreadsheets, presentations etc.
- Software includes Microsoft office and PowerPoint
- Standard office equipment such as facsimile, photocopiers, cell phone, audio visual equipment;

### **WORKING CONDITIONS**

- Office environment;
- Travel throughout the province of British Columbia is a possibility;
- Delivery of training in a boardroom or classroom setting may be required;
- Travel to attend meetings, conferences, seminars etc., occasionally on short notice;
- May be required to work evenings and weekends;

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## **SELECTION CRITERIA**

### **Education and Experience**

- Bachelor or Masters degree in Social Work or relevant degree preferred;
- 5 - 7 years progressive experience in a related field; or an equivalent combination of education and experience;
- Minimum 3-5 years progressive child welfare experience preferred;
- Demonstrated experience in the design and development of competency-based curriculum and public education and relations materials, specifically utilizing a blended learning approach;
- Experience in designing curriculum using online learning management systems such as Moodle;
- Demonstrated experience in adult education instruction;
- Expertise in the selection and application of appropriate learning methods and design principles;
- Demonstrated team player with experience in leading teams and managing staff;
- Experience working with Indigenous Child & Family Service Agency/ies would be considered an asset.

### **Knowledge, Skills and Abilities**

- Knowledge of Indigenous Social Work specifically in the area of child welfare
- Knowledge of Indigenous Child & Family Service Delivery and Social Work in British Columbia.
- Ability to create curriculum that centers Indigenous knowledges and reflects Indigenous pedagogies
- Acquainted with the theories and practices of online learning and the implementation of synchronous learning environments with multimedia engagement tools
- 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
- Familiarity with issues pertaining to copyright regulations in curriculum
- Ability to write curriculum using APA referencing
- Sound knowledge, understanding and familiarity of Indigenous history, communities, cultures, traditions, practices, organization, infrastructure and funding
- Working knowledge of legislation, regulations and practice standards pertaining to Indigenous Child & Family Services
- Basic knowledge of Society related regulatory, legal and other requirements such as Employment Standards Act, Society Act and Copyright law
- Advanced planning, organizing and project management skills
- Ability to exercise tact and diplomacy in adverse conditions
- Ability to organize, prioritize and manage concurrent projects and deadlines
- Ability to manage staff collaboratively, in a team environment, utilizing effective team-building, communication and management techniques

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- Ability to develop and maintain effective working relationships with groups and individuals with diverse or competing interests or diverse perspectives
- Ability to plan, prepare, and deliver information 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 including personnel related documentation
- 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 materials, reports or correspondence

### 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