

ICFST Curriculum Writer/ Instructor Job Description

PURPOSE OF THE POSITION

The ICFST Curriculum Writer and Instructor will: review, research and develop delegation training curriculum and material for IPS in accordance with clearly established policies and procedures; and will uphold the Indigenous Perspectives Society's (IPS) vision, mandate, policy and standard operating procedures.

NATURE OF WORK AND POSITION LINKS

The ICFST Curriculum Writer and Instructor reports directly to the Manager of Learning and Curriculum Development (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 required improvements 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.

Instructional Training Team- to ensure that the delivery of assigned modules are delivered at an expert level.

Other IPS Project Leads – to exchange information on training activities

SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

Curriculum Evaluation & writing

- ✓ 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 online deliveries (printing when necessary) 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
- ✓ Identify resources required to develop and deliver training projects
- ✓ Other curriculum development and webinar development as directed

Delivery of Training

- ✓ Provide instruction of training materials to adult learners drawing from an Indigenous pedagogical approach
- ✓ Ensure online and onsite facilitation and co-ordination of training events

- ✓ Assist with logistical arrangements on-site for training events, when applicable, such as training facilities, equipment, resources, guest speakers etc.
- ✓ Prepare and organize training materials as needed for both online and on-site deliveries
- ✓ Co-ordinate training evaluations
- ✓ Navigate online learning environments
- ✓ Ensure blended learning environments are managed
- ✓ Prepare written feedback for ICFST curriculum team after each training delivery

Curriculum Evaluation & Development

- ✓ Development and implementation of public education programs and materials as directed by the Manager of Learning and Curriculum and Learning Development
- ✓ Participate in the evaluation of programs operated by IPS
- ✓ Assist with the development, implementation, and revision of curriculum in keeping with changes in practice, legislation, regulation and competencies required to meet delegation requirements
- ✓ Develop and distribute public relations materials which serve to promote the interests and activities of the IPS as requested
- ✓ Identify resources required to develop and deliver training projects

Other Duties

- ✓ Prepare and conduct presentations on the training project(s)
- ✓ Represent the IPS on committees and task groups
- ✓ 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), Moodle, Registration platform, ZOOM, Teams, internal Learning & Information Management System
- ✓ Standard office equipment such as: facsimile, photocopiers, cell phone, audio visual equipment

WORKING CONDITIONS

- ✓ May be required to work evenings and weekends
- ✓ Full time on site

SELECTION CRITERIA

Education and Experience

- Bachelor's or Master's degree in Social Work (in progress) or equivalent demonstrated experience.
- Preferred demonstrated employment history and desire to become a curriculum developer or writer
- Preferred instructional experience
- Demonstrated experience and knowledge working with Indigenous 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 learning materials
- Experience in using online learning management systems such as Moodle
- Prefer previous work experience in an Indigenous Child & Family Service Agency

Preferred Knowledge, Skills and Abilities

- Delegated social work experience in the province of BC
- Knowledge of legislation, regulations and practice standards pertaining to Indigenous Child & Family Services
- Knowledge of Indigenous Social Work specifically in the area of child welfare
- Ability to create and deliver 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 Indigenous communities, cultures, traditions and practices in British Columbia
- 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 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, 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, and to work within a team collaboratively
- Ability to develop and maintain relationships with co-workers and collaborators.
- 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