

Course Developer/Instructor

Authority

The Course Developer/Instructor reports directly to the Principal.

Purpose

The Course Developer/Instructor delivers and facilitates meaningful online class instruction and interaction according to the assigned subject area workload within WVC's Learning Management System. The Course Developer/Instructor provides ongoing student support in the online environment. The Course Developer/Instructor builds innovative and creative online course content for the senior years level that aligns with both the First Nations Curricular Framework and Manitoba curricula. Individuals in a Course Developer/Instructor title are assigned instructional duties are required to hold a permanent Manitoba teaching certificate.

Specific Responsibilities

- Teaches live via web conferencing technology;
- Delivers the curriculum by providing daily live instruction (recorded) from assigned course schedule, via web conference technology;
- Facilitates interactivity;
- Evaluates and provides accurate, meaningful, and consistent assessment of student work for, as and of learning while aligning with best practices and philosophy for the evaluation and reporting as laid out in policy and guideline documents provided by Manitoba Education;
- Supports and interacts with students to promote forward growth;
- Provides clear guidelines and course criteria while setting a positive tone in the online environment;
- Supports and provides feedback to students;
- Shows flexibility in accommodating unforeseen problems and issues;
- Communicates regularly with WVC team regarding student-related issues and concerns;
- Researches, plans, and trains;
- Collaborates and coordinates with the academic coordinator and other team members as required in the development of online course material;
- Implements an ongoing program of curricular evaluation and renewal based on student achievement data, in conjunction with input from school team and communities;
- Plans student scheduling, course activities and projects;
- Pursues continuous professional growth to stay abreast of the field;
- Develops, writes and collects effective course content and assessments that map to the expected learning outcomes by:
 - using literary skills and teaching experience to create original examples, themes, ideas, questions, etc.;
 - utilizing creativity to visualize concepts, provides direction for graphic creation and search and insert graphics within the content, as needed;
 - writing in a manner that is relevant and grade-appropriate;

- follows established processes and adhering to curriculum guidelines, standards and best practices;
 - submitting, rewriting and revising work as required;
 - communicating status and providing updates as needed.
- Participates and collaborates with the team members including other curriculum developers, multimedia and web development team on instructional design, asset creation, and multimedia requirements for the courses and follows the course development processes and standard requirements needed for all WVC courses;
 - Performs administrative tasks, communicates with administration, attending school staff, parents, and students and provide updates as required;
 - Maintains and provides daily updates in LMS on student attendance as needed;
 - Maintains archives of student work and correspondence;
 - Manages and reports on student participation, assessment and grading as appropriate;
 - Submits required reports promptly and accurately;
 - Attends and contributes to staff meetings;
 - Improves and further develops Wapaskwa Virtual Collegiate school culture;
 - Substitutes for WVC instructors as needed with little notice;
 - Performs other job-related duties as assigned.

Qualifications

Education & Experience

- Minimum Bachelor of Education with valid Manitoba teaching credentials;
- 3-5+ years of experience in education, technology, or related field;
- Experience working with First Nations in the field of education would be preferred;
- Demonstrated technical and advanced computer skills with the ability to acquire new skills and knowledge quickly and easily, proficient using various software and systems including Microsoft 365 applications, Internet, email, file management, and an understanding of Web design technologies, such as HTML programming and Adobe Dreamweaver;
- Familiarity with online learning management systems (Desire2Learn), web-conferencing platforms (Adobe Connect), Video Management Systems (Kaltura) and Student Information Systems (Maplewood) would be preferred;
- Familiarity with various models of online learning;
- Familiarity and awareness of Manitoba Education support documents;

- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Appreciates and respects First Nation education reform strategies;
- Demonstrated commitment to high-quality work;
- Well organized with attention to detail and follow-through;
- Excellent verbal and written communication skills in technical and plain language writing and relates well to 9-12 students, school team staff, educational leaders, and parents;
- Ability to speak a First Nations Languages would be an asset;
- Strong time management and organizational skills and the ability to work under pressure;
- Highly motivated problem solver with the ability to identify and resolve challenges both autonomously and as a member of a collaborative multi-disciplinary team of professionals;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Professional behaviours that personify a strong work ethic;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to travel to First Nation communities within Manitoba.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by August 24, 2020 to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to qualified First Nations applicants, applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com