

## **COURSE DEVELOPER-INSTRUCTOR**

Job Ad: 200-24-002

### **ABOUT MFNERC**

Established in 1998 by the Assembly of Manitoba Chiefs, the Manitoba First Nations Education Resource Centre Inc. (MFNERC) provides the province's leading education, administration, technology, language and culture services to First Nations schools in Manitoba.

The AMC established MFNERC through resolution to provide coordinated second and third level education services to Manitoba's First Nations schools. To date we provide services and support to 58 First Nations schools from 49 Manitoba First Nations. Over the years, MFNERC has evolved from its humble beginnings, providing service on demand with a handful of employees, into a multifaceted organization that meets the needs of Manitoba's First Nations schools with a variety of services and support.

### **POSITION OVERVIEW**

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 RESPONSABILITIES**

- Teaches utilizing web conferencing technology;
- Delivers the curriculum by providing daily live instruction (recorded) from assigned course schedule, via web conference technology;
- Facilitates interactivity with and between students;
- 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;
- Interacts, to provide support and feedback, with students to promote forward growth;
- Provides clear guidelines and course criteria while setting a positive tone in the online environment;
- Shows flexibility in accommodating unforeseen problems and issues;
- Communicates student-related issues and concerns regularly;
- Researches, plans, and trains;
- Collaborates and coordinates with colleagues 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 ensure that knowledge and skills stay relevant and up to date;
- 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, providing direction for graphic creation and searching and inserting graphics within the content, as needed;
  - writing in a manner that is relevant and grade-appropriate;
  - following established development 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 on instructional design, asset creation, and multimedia requirements for the courses and follows the course development processes and standard requirements needed for all projects
- Performs administrative tasks, communicates with administration, attending school staff, parents, and students and provide updates as required
- Maintains and provides daily updates in Learning Management System (LMS) on student attendance and assessment 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
- Contributes to a positive school culture
- Substitutes for instructors as needed with little notice
- Manages an independent work environment;
- Performs other 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 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 curriculum & support documents;
- Demonstrated intercultural competency skills to communicate with students and stakeholders effectively;
- 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;
- Valid Class 5 Driver's License;
- Flexibility for occasional travel to MFNERC member schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

Interested applicants are invited to submit their resume and cover letter (please state position title, quoting *Job Ad #*), along with (3) professional reference listings (including recent employer reference) to:

**Human Resources**

**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [employment@mfnerc.com](mailto:employment@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants and are asked to self-declare on application. 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 [www.mfnerc.org](http://www.mfnerc.org) or scan QR code for complete MFNERC Employment Listing:*



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