



JOB DESCRIPTION

Position Title: **INSTRUCTIONAL DESIGNER**

Reports To: **Academic Director**

POSITION SUMMARY:

Reporting to the Academic Director, the Instructional Designer will design and contribute to the development of online courses and programs as well as support the production and delivery of instructor-led learning activities. The incumbent works as part of a team that includes academic stakeholders (subject matter experts, academic coordinators and faculty). Oshki-Wenjack delivers quality accredited post-secondary and training programs to meet the needs of learners in Nishnawbe Aski Nation and others in a safe, inclusive, supported and culturally enriched learning environment, across a variety of learning modes including in-class, blended, and online learning.

MAJOR RESPONSIBILITIES:

The specific duties and responsibilities to be performed include:

- Provide professional expertise and advice with respect to all learning modes including online, computer supported teaching and learning, and stand-up delivery;
- Provide consultation and support services for instructors and staff related to resources, instructional design, strategies, assessment, technology, and the integration of learning technologies addressing the learner outcomes supporting Indigenous knowledge and/or content.
- Ability to apply and integrate learning theories and ADDIE model to instructional projects, specifically as they relate to online learning and the realm of adult learners as well as web-conferencing tools and learning management systems (i.e., ZoomClass, Brightspace,).
- Deliver training on effective use of the learning management system to staff, instructors and students.
- Advise Program Coordinators and instructors on a variety of relevant instructional and assessment strategies;
- Advise Program Coordinators and instructors on available technologies and their integration within the instructional strategy and learning context;
- Participate in needs assessment and contribute to the planning of e-learning projects, including the estimation of anticipated resources and timeline;
- Assist Program Coordinators with guidance for the production of content for online courses;
- Research and recommend various instruction delivery tools and resources;
- Structure, review and edit educational material and propose revisions for improvement;
- Plan and conduct quality assurance assessment of final educational products, establish evaluation metrics and standards. Prepare and conduct focus groups;

- Write, create and adapt reference material such as flowcharts, scripts and storyboards templates for the production of educational content;
- Write and create documentation (guide-sheets, videos, etc.) as well as training and orientation modules for use by instructors and learners;
- Contribute to the development of successful online instructional strategies and models;
- Contribute to the development, implementation, and improvement of standard operation procedures;

ACCOUNTABILITY:

The Instructional Designer is responsible to the Academic Director on a day-to-day basis for their duties and responsibilities.

The Instructional Designer is accountable to the President for overall work performance.

QUALIFICATIONS

- The ideal candidate has a Bachelor and Masters degree in Education, Curriculum Studies, Instructional Design, Instructional Technology, or a related field.
- The individual must have teaching experience at the post-secondary level, along with a demonstrated ability to support faculty in teaching and learning experiences.
- Experience working with Indigenous people and community groups is also required, along with direct experience and knowledge of Indigenous cultures, communities, customs, practices and communication styles. Indigenous ancestry or extensive experience working with Indigenous education preferred, as well as demonstrated knowledge of an Indigenous language is an asset.

Developed Competencies

The successful candidate must demonstrate success in the following areas:

- Strong communication skills that include verbal, written, listening and public speaking;
- Organization and time management skills;
- Proven problem-solving skills;
- Strong computer skills including the ability to operate learning management system software, multimedia design and content authoring software tools, presentation, spreadsheets and word processing programs at a high proficiency level; and,
- Demonstrated ability to build relationships with First Nations leadership in Nishnawbe-Aski Nation and affiliated organizations and partners;
- Ability to travel extensively to remote First Nation communities;
- Hold a valid driver's license and access to a vehicle;
- Fluency in either Ojibway or Cree would be an asset.