



EMPLOYMENT OPPORTUNITY

Internal / External

Educational Developer and Curriculum Lead

Contract (*7 months*)

About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

Job Summary:

FNTI is an Indigenous-owned and governed post-secondary institute with 35 years of rich history delivering programming rooted in culture and Indigenous ways of knowing. Our community-driven approach coupled with our intense program delivery method allow our Indigenous learners to maintain connections to family and community while they study and prepare for their future careers.

The Educational Developer and Curriculum Lead is accountable for providing leadership, support and guidance to the Academic Team on the curriculum mapping, storyboarding, instructional design and universal design for learning processes. In collaboration with all faculty and Program Manager across FNTI college-partnership programs, the incumbent is responsible for leading the project and developing a common agenda including adherence to FNTI tools, frameworks and policies that provides new and enhanced classroom experiences for learners. The incumbent will also engage with Stakeholders on the completion of course packages for approval for uploading to Brightspace. The incumbent will report directly to the Dean and ensure that all Quality Assurance standards are met and that timelines and milestones are adhered to.

Key Responsibilities:

- provides leadership and oversight of the Curriculum Development, Storyboarding and Course packaging for approval purposes for migration of the tools and course packages to the Learning Management System from the academic program perspective
- Manage the revision of curriculum which includes facilitating the revision of program descriptions and program learning outcomes including advising stakeholders on the constructive alignment of program and course learning outcomes, learning objectives, and assessments and quality standards
- Facilitate the development of all elements of the program submission, ensuring quality and timelines are met.
- Lead various stakeholders in the successful application of evidenced-based principles and Universal Design for Learning in the design, development, evaluation, and revision of courses and programs, assign tasks to various stakeholders, and follow-up with the Dean as necessary.
- collaborate with Program Manager, Academic Team, and other stakeholders on the completion of their requisite parts as well as monitor and encourage progress as required
- review the course in Brightspace to ensure all components and links are uploaded and accessible, and if necessary, make edits.
- develop a common agenda between the program areas that ensures consistent development and delivery of all program elements including schedules, policies and procedures linked to the implementation of the new course packages and the learning management system
- coordinate communication, critical path and hand off between project stakeholders including Student Success Services and the LMS implementation team as well as

- attending meetings of the Academic Team
- engage with third party supports as required
- Complete a review of all course packages on an ongoing basis to identify gaps requiring additional work to ensure the Quality Assurance Standards are met.
- Manage timelines and competing priorities to ensure outcomes are met.
- Support storyboard/course package development, ensuring that the delivery planning is grounded in Indigenous knowledge and ways of knowing, providing unique educational experiences and enhancing the strength of FNTI learners.
- Work toward and support the strategic priorities of the Institute while adhering to the Values, Mission and Vision.
- Other duties as assigned

Qualifications:

- Degree in Education / relevant field an asset
- 5 years related postsecondary teaching and learning experiences; or a combination of education, training and experience which FNTI deems to be equivalent
- Relevant post-secondary experience in the classroom
- Experience in an Indigenous setting or educational setting an asset.
- Understanding of adult learning principles, Universal Design for Learning, and best practices in program development.
- Organizational skills and time management skills to meet tight deadlines.
- Ability to think strategically and analytically, attention to detail.
- Demonstrated coaching and facilitating skills.
- Knowledge of pedagogy and teaching and learning theory.
- Project management skills.
- Commitment to equity and diversity.
- Ability to use sound judgement and discretion, with demonstrated problem-solving skills.
- Ability to exercise tact and discretion.
- Capable of working both independently and collaboratively within a team, taking initiative within set parameters.
- Proficient in computer applications including MS Office 365, email, internet and other relevant technologies.
- Ability to produce quality written documentation for reports and proposals.
- Excellent interpersonal skills including building community relations and working with students.
- Proven presentation skills, both oral and written.
- Knowledge in the field of Indigenous post-secondary education.
- Ability to work flexible hours when required
- Demonstrated knowledge of working with Indigenous communities and organizations

All qualified applicants are welcome to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.

Conditions of Employment and Additional Notes:

- Successful candidate must provide a satisfactory CPIC and vulnerable sector check
- Possession of a valid Class G driver's licence
- Willing and able to work remotely, based on operational requirements
- Starting salary rate is \$30.42 per hour

Please forward cover letter, resume, and two references by September 19, 2022 to:
Samantha Souliere, HR Manager
Email: HR@fnti.net

Thank you for your interest with FNTI. Only those selected for an interview will be contacted.

For more information, please visit us at www.fnti.net