IDENTIFICATION

Department	Position Title	
Aurora College	Instructional Designer, Educational Technology	
Position Number	**Community**	**Division/Region**
91-17456	Yellowknife	Education & Training

PURPOSE OF THE POSITION

The Instructional Designer, Educational Technology is an expert in development, evaluation, and improvement of courses and instructional materials for online delivery to adult learners. The Instructional Designer, Educational Technology oversees and supports instructional design activities related to online delivery and educational technology across the entire College to ensure high-quality programs are offered at Aurora College. The Instructional Designer, Educational Technology creates new or improves online delivery courses and programs that meet identified learning outcomes and ensure efficient, effective, and engaging educational programming for all Aurora College learners.

This position is the College wide expert on elearning and educational technology and makes recommendations on learning management system upgrading and implementation and educational technology investments for the College as a whole.

SCOPE

Located in Yellowknife, the Instructional Designer, Educational Technology reports to the Director, Centre for Learning and Teaching Innovation and performs online instructional design activities for faculty/staff across all regions and programs within Aurora College's three campuses and 19 Community Learning Centers.

The Instructional Designer, Educational Technology develops and delivers online and technology enhanced instructional materials, in consultation with applicable faculty/instructional staff, that align with relevant learning needs, convert learning outcomes and subject-matter into engaging and outcomes-based course content, and apply best practices in instructional design. The position is governed by a range of legislation and plans including, but not limited to: The Aurora College Strategic Plan; Policy and Procedures, Code of Ethics; The Aurora College Act, Post-Secondary Education Act, and related legislation, regulations, policies, and guidelines; UNW Collective Agreement; Federal and Territorial Human Rights Legislation.

The position has considerable authority in prioritizing tasks, using discretionary judgments and problem-solving day-to-day instructional design, curriculum development, and course design functions with minimal supervision.

RESPONSIBILITIES

1. **Creates courses, other educational content, and shares instructional design expertise with others.**
   - Designs and develops new online courses, revises existing courses, and/or creates other educational technology enhanced instructional material.
   - Collaborates with instructors and other stakeholders to identify learning needs/gaps, course objectives, instructional strategies, and opportunities for ongoing improvement of online and technology enhanced instructional materials.
   - Shares instructional design expertise and makes recommendations to instructional staff and other course authors.
   - Adopts a variety of instructional design formats and matches chosen instructional design to intended learning objectives, outcomes, and needs.
   - Promotes best practice in online adult learning and identifies opportunities to share with or provide training to others.
   - Configures new courses/content in the applicable Learning Management System(s).
   - Maintains expertise in instructional design, e-learning, and learning principles for post-secondary education.
   - Incorporates multimedia technology and instructional software to enhance student learning.
   - Evaluates and assesses the effectiveness of instructional materials.
   - Manages multiple instructional design projects simultaneously.
   - Ensures that course design and materials comply with applicable standards.
   - Develops assessment tools to measure student learning outcomes.
   - Works with subject matter experts to ensure content accuracy.
   - Maintains records of course design, development, and revision activities.

2. **Creates new program proposals and oversees existing program evaluations**
   - Participates in the implementation of the College's program review process by analyzing program and curriculum through a lens of online learning and educational technology best practices
   - Makes recommendations on updates to program review policies and procedures.
   - Provides input on educational technology frameworks for faculty sponsors of new program ideas in the development of the Stage 1 and Stage 2 program proposals.
   - Maintains records of program design, development, and revision activities.

3. **Leads the delivery of in-service training related to online and educational technology enhanced instructional design and program/course**
   - Designs and delivers workshops, lectures, seminars, and other professional development activities related to online program and course design, instructional design, accessible learning design (universal design for learning), educational technology, and other adult education strategies for the entire College community

- Expands the internal capacity of Aurora College faculty in educational technology and online program and course design through one on one and group coaching and mentoring

4. **Contributes to the effectiveness, safety, and reputation of the College.**
    - Upon request, creates reports, analyses, budgets, and/or briefings in support of department operations.
    - Complies with all institutional policies and applicable legislation.
    - Provides input and pertinent information to others for new projects, initiatives, and future training plans as required. May undertake special projects, as assigned by the supervisor.
    - May support, or provide input to, events and presentations that promote Aurora College's activities, programs, and offerings to others. Acts as an ambassador by promoting Aurora College's programs and image.
    - Escalates safety concerns to supervisor.
    - Fosters a supportive learning/working environment and assists other staff/faculty as needed.
    - Attends team-building functions and regular department meetings, which may be face-to-face or virtual. At times, the incumbent may be asked to chair or take minutes at meetings.
    - Participates in an appropriate share of institutional service assignments, such as participating in committees.
    - Documents professional development plan and required training needs.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Travel to three campuses or smaller communities for meetings or committee work may be required at any time.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of instructional design and practice relating to post-secondary or secondary academic environments and technology-based learning.
- Knowledge and ability working with LMS (e.g., uploading SCORM/AICC, testing loaded materials, light troubleshooting of loaded courses)
- Knowledge of program and course design, development, and evaluation.

- Knowledge of different academic assessment methods.
- Ability to create end-to-end instructor-led and e-learning materials.
- Ability to assess emerging educational technologies and make recommendations for College-wide adaptation.
- Ability to multi-task and maintain an organized and effective personal work environment.
- Advanced computer skills in Microsoft Office and software and applications related to eLearning and instructional design.
- Ability to mentor and train instructors, ability to hold high academic standards while also offering support and maintaining positive relationships.
- Ability to apply creative and analytical approaches to program and course development.
- Ability to evaluate of the effectiveness of curricula and resources and to make recommendations for improvement.
- Ability to write clear, concise and accurate technical and procedural documentation and reports.
- Effective verbal, listening and written skills to communicate with diverse, cross-cultural groups, chair meetings, make presentations, mediate, influence and persuade.
- Strong communication, oral and written, and interpersonal skills.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Master's degree in educational technology or instructional design or a Bachelor's degree in education, adult education, educational technology or distance education combined with a Certificate in Instructional Design and 3 years of instructional design experience at the post-secondary level.

Equivalent combinations of education and experience may be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
    - Level required for this Designated Position is:
        - ORAL EXPRESSION AND COMPREHENSION
            - Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
        - READING COMPREHENSION:
            - Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
        - WRITING SKILLS:
            - Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred