

IDENTIFICATION

Department	Position Title	
Aurora College	Instructional Designer, Indigenization	
Position Number	Community	Division/Region
91-17458	Yellowknife	Education & Training

PURPOSE OF THE POSITION

The Instructional Designer, Indigenization is an expert in the development, evaluation, and improvement of courses and instructional materials to reflect Indigenous ways of knowing, doing, and being of Northern Indigenous peoples. The Instructional Designer, Indigenization oversees and supports the decolonization and Indigenization of program, course, and instructional design activities across the entire College to ensure high-quality programs are offered at Aurora College. The Instructional Designer, Indigenization provides input into new and existing programs and courses that meet identified learning outcomes and ensure efficient, effective, and engaging educational programming for all Aurora College learners.

SCOPE

Located in Yellowknife, the Instructional Designer, Indigenization reports to the Director, Centre for Learning and Teaching Innovation and performs 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, Indigenization works closely with the senior leadership to implement the strategic direction of the Indigenous Knowledge Holders' Council.

The Instructional Designer, Indigenization develops and delivers instructional materials, in consultation with applicable faculty/instructional staff, that reflect Indigenous ways of knowing and being and 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.

- Provides consultations and develops new courses, revises existing courses, and/or creates other instructional material to reflect Indigenous ways of knowing and being.
- Collaborates with instructors and other stakeholders to identify learning needs/gaps, course objectives, instructional strategies, and opportunities for ongoing improvement of instructional materials to reflect decolonization and Indigenous ways of knowing and being.
- 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 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 in reflecting Indigenous and decolonization frameworks.
- 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 decolonization and Indigenization
- Makes recommendations on updates to program review policies and procedures.
- Provides input on Indigenization and decolonization 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 instructional design and program/course development.

- Designs and delivers workshops, lectures, seminars, and other professional development activities related to decolonization, Indigenization of programs and curriculum, and other adult education strategies for the entire College community

- Expands the internal capacity of Aurora College faculty in decolonization and incorporating Indigenous ways of knowing and being in instructional 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 Indigenous approaches to education, Indigenous world views, decolonization theories and practices, the Truth and Reconciliation Calls to Action, and the importance of relationality/community
- Knowledge of decolonization and Indigenization frameworks in post-secondary education
- Understanding of Northern Indigenous cultural contexts

- Knowledge of instructional design and practice relating to post-secondary or secondary academic environments and technology-based learning.
- Knowledge of program and course design, development, and evaluation.
- Knowledge of different academic assessment methods.
- 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 Indigenous studies, instructional design, or other relevant degree with a focus on Indigenous frameworks or a Bachelor's degree in Indigenous Studies 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