

**POSITION SUMMARY**

Reporting to the Vice President, Academic and Teaching & Learning, this position will provide instructional mentorship across the College, serving as an expert to ensure the development and implementation of high-quality instruction and instructional design. The Training & Design Specialist will support the organization's Centre of Teaching & Learning by providing expertise in instructional design, technological tools and platforms support to faculty and staff in their delivery of quality learning and services.

The Training & Design Specialist will work closely with faculty to develop alternate modes of delivery to meet the needs of individual learners and College administration, developing engaging student and instructional resources and course content in a variety of delivery modes, and supporting instructors in their design of learning activities for students consistent with adult education principles. The Training & Design Specialist is also responsible for liaising with other departments to provide support in the areas of course development, course design, and course recommendations for both internal and external projects and initiatives. The position is also responsible for the operational support of academic standards and quality enhancement across the College, such as monitoring and review.

<b>LEVEL</b>	As per SGEU Instructional Grid
<b>LOCATION</b>	Weyburn Campus

**SCOPE OF WORK**

- |                           |  |
|---------------------------|--|
| 1. Division:              | Academic and Teaching & Learning                 |
| 2. Function:              | Instructional Faculty                            |
| 3. Supervisor:            | Vice President, Academic and Teaching & Learning |
| 4. Direct Reports:        | None   |
| 5. Budget Responsibility: | Teaching & Learning                              |

**RESPONSIBILITIES**

**Typical duties of the Training & Design Specialist may include, but are not limited to:**

**Mentorship, Training & Resources**

- Maintain administrative and technical proficiency in BlackBoard, the College's designated Learning Management System (LMS).
- Provide expertise in instructional design, technological tools and platforms support to faculty and staff in their delivery of quality learning and services through small or large group settings and the development of digital resources.
- Advise staff of good pedagogy in face-to-face and virtual environments and provide input into curriculum on adapting content for synchronous and asynchronous learning, consistent with adult education principles.
- Advise and assist faculty in the best use of instructional technology to enhance instruction and create new learning environments; assist faculty in using technology by providing solutions to specific problems including researching and recommending resources.
- Assist staff on the design and development of fully online, interactive, and blended courses.

- Develop and facilitate training sessions for various audiences on the academic use of LMS and various learning technologies for teaching and learning online.
- Develop a distance learner support model wherein appropriate technologies are integral.
- Provide direct education technology support to students, instructors and staff as required.

### **Instructional Design**

- Develop engaging student and instructional resources and course content in a variety of delivery modes.
- Lead curriculum development projects from concept to delivery, including needs analysis of target audience, collaboration with subject matter experts, and facilitating test environment.
- Participate in consultation with subject matter experts, including partners, collaborators, supervisors, and relevant committees on curriculum development initiatives.
- Analyze learning content and identify appropriate instructional media.
- Analyze existing instructional materials to identify potential areas for design modification using new technologies, applying modern learning theory and instructional design principles.
- Conduct education/training analysis; develop training assessment and evaluation strategies and tools.
- Create and adapt existing training materials to accommodate self-learners and make resources available to staff and students.
- Develop new and repurpose existing content to meet learning objectives, identify appropriate delivery mechanisms, materials, storyboards for online learning, and produce/manage the production of interactive learning modules.

### **Teaching & Learning Centre**

- Assist in the development of the Teaching & Learning Centre, strategy, and processes.
- Provide recommendations to the College in the development of policy and practices in the areas of educational technology and blended learning.
- Implement existing and provide progressive recommendations for standards around blended learning.
- Develop baseline competencies for instructors and staff in the use of technology and develop a plan to ensure training is made available to achieve the competencies.
- Develop a plan for the systematic review of technologies to ensure the enhancement of program resources. Collaborate with instructors to ensure that technological resources are current and learner-centered for all programs offered.
- Evaluate, recommend procurement, pilot, and implement technologies appropriate to the andragogic needs of both teachers and learners. Collaborate with subject matter experts throughout the College system.
- Review effectiveness of strategies in meeting learning outcomes. Analyze the College's academic data, including exam results, assignment grades, attendance figures and other specific academic areas.
- Produce clear, concise, and accurate information to support cross-functional College teams in raising standards of performance in the College.
- Performs other responsibilities as may be assigned to contribute to the success of student learning and a positive participation experience.

## **QUALIFICATIONS**

### **Knowledge and Skills**

- Knowledge of and ability to apply the principles, methodologies, and techniques of Adult Education.
- Demonstrated ability in developing online/multimedia courses and the application of effective design.
- Thorough understanding and working knowledge of Learning Management Systems, Internet technologies and implementation strategies.
- Ability to manage projects under strict timelines, demonstrating a high degree of self-direction, initiative, and motivation.
- Demonstrated abilities in coaching others.
- Effective writing skills to develop and prepare student evaluation reports, learning strategies, program evaluation reports, program budgets and budget reporting.
- Knowledge of collaborative practices, communicating with diplomacy and managing conflict.
- Ability to work in cooperation with others to build and maintain cooperative relationships to foster student development and to contribute to the successful achievement of College and program goals and objectives.
- Ability to work both independently and in a self-managed team environment.
- Demonstrated initiative to maintain awareness of current and emerging trends in the field and to incorporate them into their work.
- Ability to articulate goals and objectives and establish accountabilities and measurements to determine achievement of results.
- Knowledge of the principles of assessing performance including coaching others for success in their roles.
- Ability to plan, organize, schedule, and prioritize work and perform effectively taking into account interruptions, conflicting and changing priorities and application of deadlines.
- Ability to search, compile, analyze and organize data, information, and facts to prepare reports, proposals, recommendations.
- Ability to work within a multi-cultural environment and to promote and encourage diversity, individual dignity and mutual respect.
- Maintains and respects confidential and sensitive information, both in and outside of the workplace.

### **Education and Experience**

- The minimum relevant knowledge or formal training essential to perform the functions of this position is a Bachelor of Education and a Professional 'A' Teaching Certificate, paired with specialized studies in instructional design and development for online education needs analysis and education technology.
- A combination of relevant education and experience may be considered. This would include a Bachelor's degree from a recognized institution, instructional design and development for online education, and multimedia training and evaluation.
- A post graduate degree in educational technology, instructional design or program development would be an asset.
- A minimum of three years' recent and relevant web-based instructional design experience and in applying principles of instructional design in the creation of online course materials and assessments.
- A minimum two years' recent and relevant instructional experience including presentation and use of a variety of multimedia tools applied to learning including synchronous and asynchronous development and delivery.
- Experience in providing programming/development/training support.

**Other Requirements**

- This position operates on Instructor Hours and typically operates within the normal operating hours of the College. However, the responsibilities of the position may, from time to time, require work outside of normal operating hours. The candidate must be prepared to schedule hours of work according to the demands of the position, including weekends and evenings if necessary.
- Must possess a valid Driver's License and be willing to travel. This position supports the Southeast College region. Occasional overnight stays may be necessary.
- Satisfactory Criminal Records Check is required.

**DATE ISSUED: 10/22/2023**

**DATE REVIEWED/AMENDED:**