

EDUCATIONAL DIGITAL CONTENT SPECIALIST

Authority

The Educational Digital Content Specialist works under the supervisory function of the Principal of Wapaskwa Virtual Collegiate (WVC).

Purpose

The Educational Digital Content Specialist aligns created and purchased content to the First Nation Curriculum Framework (FNCF) and Manitoba curricula within WVC's digital environment. The digital content specialist contributes to the planning and the overall growth and development of digital learning. The digital content specialist develops a tag system, with appropriate metadata, to use in MFNERC file repositories.

Specific Responsibilities

- Demonstrates and applies knowledge of FNCF, Manitoba Curricula and Assessment strategies, and best practices and principles in eLearning pedagogy;
- Demonstrates understanding of the process and procedures used in implementing instructional technology plans;
- Collaborates with the development team in composing practical technology-infused content-based lessons aligned to the FNCF;
- Promotes and articulates instructional practices aligned with technology;
- Works in the evaluation, selection, and implementation of instructional technology materials and software;
- Provides assistance in training to build and integrate technology to support student achievement, including implementing PD and workshops;
- Contributes and provides support to end-user materials that are available/delivered through the Learning Management System (LMS) and Microsoft 365 apps, including planning, creation, design, and delivery;
- Works with development staff to develop and implement technology-enhanced curriculum integration projects and materials;
- Partners across multiple internal teams, as well as strategic partners, to build scalable processes to ensure the LMS, Microsoft 365 apps, and internal supports and training are easily navigated and offer the best experiences;
- Ensures the development process has utilized educational technology in creating robust learning experiences in all development projects;
- Contributes to documentation of procedures and training of all processes and workflows, in conjunction with the Digital Learning & Development team;
- Provides, supports, or arranges individual or group instruction to users of all recommended software, applications, and systems;
- Coordinates and collaborates with team members on projects;
- Adheres to development standards and style guide;

- Supports the implementation of the LMS, Microsoft 365 apps, and digital systems organization-wide;
- Contributes to inclusion or integration of Open Educational Resources in conjunction with the team;
- Ensures systems and peripherals adhere to best practices in digital content delivery including accessibility and universal design;
- Creates and documents a metadata tagging system to empower published objects included in the Learning Object Repository (LOR) for users to share, search, find and manage resources for teaching and learning;
- Assists in delivering information workshops to all stakeholders, i.e. staff, teachers, administrators, students, etc.;
- Plans, develops, and collaboratively provides support to staff with other team members within the program;
- Assists in preparing appropriate presentation materials and packages to the audience for use in community informational workshops;
- Identifies training requirements for implementing new digital projects;
- Reviews and determines the relevance of existing digital content and applications;
- Prepares and submits monthly activity reports via the SRTS and contribute to the annual report and yearly work plan and other reports as required;
- Participates in individual assignments and projects as assigned/required;
- Works collaboratively with internal teams;
- Manages an independent work environment;
- Performs other duties as assigned.

Qualifications

Education & Experience

- Minimum Bachelor of Education Degree;
- A valid Manitoba teaching certificate;
- Minimum of 5 years of demonstrated and relevant teaching experience utilizing technology at the early, middle, or senior high levels;
- Experience with the implementation of the Manitoba curriculum frameworks and strategies;
- Demonstrated knowledge in the area of content management systems (LMS) and peripheral applications;
- Experience working with First Nations in the field of education;
- Understanding of Manitoba First Nations education development and reforms and socio-economic conditions of First Nation communities;
- Strong project management and process implementation skills;
- Excellent oral and written communication skills in technical and plain language writing;
- Proficiency with Microsoft 365 applications;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to manage and prioritize multiple tasks and meet all deadlines;
- Professional behaviours that personify a strong work ethic;

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- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Language would be considered an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Valid Class 5 Driver's License;
- Flexibility for occasional travel to MFNERC member schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Tuesday, October 27, 2020 or until filled to:**

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.