

INSTRUCTIONAL DESIGNER

Authority

The Instructional Designer works under the supervisory function of the Principal of Wapaskwa Virtual Collegiate (WVC).

Purpose

The Instructional Designer works with internal team members and/or MFNERC departments to lead research and analysis of digital learning tools for integration into MFNERC's digital environment based on learner/learning/teaching needs. The Instructional Designer analyzes the teaching and delivery methods to implement pedagogically sound assessment and evaluation in the digital environment projects. The Instructional Designer requires a high level of knowledge of digital systems and tools and is expected to actively participate in project content creation and training courses and support. The Instructional Designer contributes to the planning and the overall development and implementation of all digital learning strategies and projects.

Specific Responsibilities

- Applies tested instructional design theories, practices, and methods including ADDIE, SAM, AGILE, and other recognized models/approaches to design, develop, and continuously evaluate and improve course content and transfer of learning;
- Edits instructional materials for content accuracy, training efficacy, and adherence to instructional design methods, development standards, and alignment with First Nations Curriculum Framework (FNCF) and Manitoba curricula. Ensure quality and timely delivery of training programs.
- Designs, develops and continuously improves training programs, learning solutions, job aids, and performance tools to ensure timely and appropriate support to operations. Participate in compiling metrics that measure programs and processes and identify continuous improvement opportunities.
- Manages approved project plans and resources for end-user learning and performance interventions. Coaches and guides project team members on all aspects of organizational learning and performance solutions design.
- Manages and complete multiple training development projects. Act as a mentor to MFNERC Learning peers to build capability and capacity.
- Designs effective instructional materials, programs, courses, simulations, assessments and instructional strategies to produce training products that align with MFNERC needs.
- Collaborates with members of the team, other internal teams, and strategic partners and acts as the owner responsible for training programs created. Display proficiency in project management such as creating achievable timelines for deliverables, communicating and reporting project status, managing resources, and tracking against a project roadmap. Embrace and employ iterative development methodologies.

- Contributes to evaluating external tools and applications as needed to ensure that externally provided programs or learning products adhere to learning principles, First Nation Curriculum Framework (FNCF) and Manitoba Curricular standards.
- Supports the deployment of learning programs including uploading and updating courseware and curricula, training assignments, learner notification text, and rules in the LMS;
- Coordinates and conducts webinars, using appropriate tools/programs and uploads recordings into LMS;
- Facilitates live and recorded learning;
- Lends expertise in the technical aspects of eLearning to agency departments, as requested;
- Leads research and analysis of digital learning tools and applications for integration and implementation into MFNERC's digital environment based on careful consideration of learner/learning/teaching needs;
- Works with team 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 and internal supports and training are easily navigated and offer the best experiences;
- 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;
- 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;
- Assists with the creation and documentation of an internal tracking system (micro-credentialing/badges) to track training and empower learners;
- 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;
- Manages an independent work environment;
- Works collaboratively with internal teams;
- Performs other duties as assigned.

Qualifications

Education & Experience

- Bachelor's degree (Education preferred) minimum, with 7-9 years of job-related experience, the majority of this experience must be directly related to instructional design experience;
- Master's or advanced degree in Instructional Design or Training, Educational Technology would be an asset, will consider the extensive, equivalent professional experience instead of as noted;
- Strong background and experience in pedagogy and instructional design;

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- Demonstrated, significant experience with eLearning technologies, Learning Management System and peripheral applications as a developer;
- In-depth expertise in independently developing complex learning solutions/ deliverables based on knowledge of learning methodologies, cognitive science, user-centered design research, needs assessment and evaluation;
- Highly proficient with a variety of eLearning development tools (HTML and audio and video editing software preferred);
- Experience developing eLearning with gamification components;
- Demonstrated successful project management and experience and effective organizational skills;
- Ability to work effectively and solve technical problems independently or in teams;
- Experience working with First Nations in the field of education with an 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;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages 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).

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

Closing Date: Until Filled

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.

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