

## **INSTRUCTIONAL RESOURCE ANALYST (2 positions)**

### **Authority**

The Instructional Resource Analyst works under the supervisory function of the Languages and Cultures Coordination Team.

### **Purpose**

The Instructional Resource Analyst functions as a team member to ensure that the projects identified by First Nations are connected to the First Nations Curriculum Framework (FNCF) and the provincial outcomes are identified. The analyst will be guided by the philosophy of lifelong learning with languages and cultures as the foundation for all training and capacity development activities. The Instructional Resource Analyst will document the scope and sequence of the First Nations project in relation to the FNCF and provincial curriculum. The facilitator will work as part of the assigned Language Area Team and Specialty Area Team on the planning and development of instructional resources.

### **Lead Planning Activities:**

- Lead the scope and sequencing of all instructional resource development projects;
- Participate in the planning and development of instructional resources and supporting documents;
- Participate in scheduled working group planning meetings and professional development opportunities;
- Draft professional development training sessions on instructional resource development for school staff;
- Support the development of First Nations Curriculum Framework for immersion and bilingual programming; and
- Stay current and knowledgeable regarding First Nations curriculum innovations and provincial outcomes.

### **Support Development Activities:**

- Work as part of a language or area specific team, or as directed by the coordination team to develop curriculum and instructional resource materials, and other supporting documents in response to the proposals submitted by First Nations;
  - Assist in the development of First Nations land-based teacher guides;
  - Review and recommend culturally-relevant resource materials for First Nations students;
- Assist with the development of new resource materials for First Nations students including curriculum guides, unit or lesson plans;
- Provide guidance to publishing on the concepts/graphics visualized for document content;
- Follows processes and adheres to curriculum guidelines, standards and best practices;
- Uses computer and Internet based tools (proprietary editing tool and templates to be provided) in the development process;
- Participate in special assignments, initiatives, and projects as assigned; and
- Prepare activity reports as required.

### **Other:**

- Ensure that the community education development philosophy is part of the approach utilized in the planning, development, delivery and evaluation of all initiatives;
- Identify, develop and deliver professional development support and instructional resources for teachers through the Professional Learning Communities (PLC);
- Ensure professional development and subject specific planning align with the school plans;
- Provide professional development opportunities/supports for teachers locally, regionally and

provincially;

- Develop webinars and remote support as part of the Professional Learning Communities (PLC) strategy;
- Complete Service Report Tracking Reports (SRTS) on services provided in a timely manner;
- Participate in regular team meetings to plan and review progress of activities and projects;
- Ensure that reports are completed for assigned regional gatherings and community planning sessions; and
- Participate in special assignments, initiatives and projects as assigned/required.

## Qualifications

### Education & Experience:

- Bachelor of Education Degree with five or more years teaching and experience, or equivalent combination of education and experience;
- Experience with curriculum design, awareness of the Manitoba provincial curriculum frameworks and implementation guides is an asset;
- Must respect the philosophy that the answers are within each First Nation and each First Nation is distinct;
- Knowledge and experience in:
  - writing curriculum, examples, class exercises, tests, study aids, etc.;
  - working with computers, word processing tools and the Internet;
  - in computer, program development and/or courses;
- Experience working with First Nations in the field of education;
- Ability to deal with highly confidential and sensitive matters;
- Demonstrated organizational, oral and written communication, interpersonal and presentation skills;
- Computer proficiency required;
- Ability to deal with highly confidential and sensitive matters;
- Provide a satisfactory clearance of criminal record and provincial child abuse registry checks;
- Valid driver's license and reliable transportation and ability to travel;
- Ability to work independently and as a member of a team of professionals;
- Provide a satisfactory clearance of criminal record and provincial 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).

Deadline: 4:00 p.m. **Tuesday, January 26, 2021 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](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

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

Please visit our website [www.mfnerc.org](http://www.mfnerc.org)

Re-Post Jan. 12, 2021