Since 1936 Columbia College has offered quality educational programs designed to prepare students for university admission. These programs include a University Transfer Program that is fully integrated into the BC Transfer System, a Secondary Program that is Certified by the Province of British Columbia, and a full-time Academic Preparatory English Program that is accredited by Languages Canada. Thousands of students, both Canadian and international, have progressed through Columbia’s programs to successful Canadian universities.

Columbia College is seeking an Instructional Development Consultant.

SUMMARY:

As an Instructional Development Consultant, you will guide our instructors through a thoughtful review process following best practice in course design. You will support instructors in developing new programs, reviewing programs and curriculum, and supporting the advancement of teaching practice using a comprehensive and evolving range of techniques and educational technologies. Reporting to the Academic Board through the Vice Principal - Academic, the Instructional Development Consultant, provides leadership in the analysis, design, selection, operationalization and support of campus-wide learning and teaching applications. This position requires a high degree of coordination and the ability to work effectively across campus to gain consensus and effectively influence and motivate faculty members, identify opportunities and resolve challenges.

Understanding of issues of equity, diversity and inclusion in the teaching and learning context is critical, and an equity-minded lens and approach are required for this role.

The successful candidate must be trained and experienced in the design, development and implementation of curriculum projects, and the design of instruction for online, blended and classroom learning using a broad range of instructional tools. The successful candidate is expected to be a self-starter with the ability to lead both projects and faculty members.
KEY RESPONSIBILITIES:

• Supports instructors in course design, developing learning outcomes and assessments that are aligned. Provides guidance to implement the process and methodology of creating quality learning environments and experiences for students.
• Participates in developing, evaluating and enforcing the College and departmental policies, procedures and strategies relating to curriculum development and design.
• Serves as a consultant to the College community regarding alternative methodologies in instructional design and development services.
• Maintains excellent working relationships with faculty, staff and administrators.
• Oversees projects, including budget development.
• Prepares and submits comprehensive reports, planning documents and supporting information to aid in effective instructional design initiatives; makes recommendations based on analysis of current and future needs, new advances in the field of education and instructional technology.
• Develops necessary administrative systems and operational procedures to monitor instructional design for on-going and future projects.
• Assesses, determines and develops training plans for staff and self that ensure that new technologies are understood and fit into project plans and enhancements.
• Oversees the development and implementation of training for the faculty community in new advancements in instructional techniques.
• Develops strategies that strengthen culture and build capacity for inclusive teaching and learning practices across Faculty divisions and departments.
• Evaluates program effectiveness; makes recommendations.
• Maintains up-to-date knowledge in pedagogy theories and technology; advises the College community of the current trends and changing technology.
• Performs related duties as required.

QUALIFICATIONS AND REQUIREMENTS:

• Master’s degree in Instructional Design, education, or related field.
• Minimum of five years of progressively responsible educational experience.
• Recent teaching experience that includes full responsibilities for lesson planning, experiential learning, and rubric-based assessment designs, preferably at the post-secondary and secondary level.
• Knowledge of competency-based curriculum and assessment design approach.
• Knowledge of access and usage of open educational practices, resources, and textbooks.
• Excellent interpersonal and communication skills; ability to work with and direct diverse group of people.
• Knowledge of best pedagogical practices and experience with teaching training workshops.
• Knowledge of indigenization programs at post-secondary institutions.
• Experience developing plans and strategies working with minimal supervision.
• Ability to build relationships with faculty, students and staff.
• Effective leadership, consultation, facilitation, consensus building, conflict resolution, and negotiation skills. Ability to effectively facilitate to achieve an appropriate outcome.
• Creativity and commitment to innovation and continuous improvement.
• Demonstrated knowledge to lead project teams in the development of sound instructional products, including those that use existing and evolving educational technologies.
• Design and develop curriculum that maximizes the benefits of existing and evolving educational technologies
• Excellent project management and quality assurance management skills.

Columbia College offers a competitive compensation package. The annual salary range for this position is $67,770 - $81,141 dependending on experience and qualifications. All Columbia College employees are covered by Columbia College Employment Agreement which includes a comprehensive medical and dental coverage, a generous RRSP plan and additional benefits once confirmed.

APPLICATION:

Please submit a cover letter and resume (consolidated into one PDF or Word document and saved under first and last name) to careers@columbiacollege.ca.

Application Deadline: September 22nd, 2019

We thank all applicants for their interest in the position, only those selected for an interview will be contacted.