



CAREER OPPORTUNITY

INTERNAL ONLY

Classification: Field – Level 7
Location: North Battleford

Title: Coordinator – Education Technology
Competition #: 23-BC-2223

Date Posted: April 26, 2022
Start Date: July 1, 2022
Full-Time, Permanent

Closing Date: May 10, 2022 at noon
Salary Range: As per the Collective Agreement Appendix A

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position.

Main Responsibilities:

Reporting to the Director of Programs, the Education Technology Coordinator will work collaboratively with the Director and Program Coordinators to ensure the development and implementation of an Education Technology Strategy. Within the parameters of the Education Technology Strategy, the Coordinator will promote and support the integration of technology in learning and teaching. The Coordinator will implement a number of support services leading to the integration of technology in the learning process. The Coordinator will work closely with College staff to develop alternate modes of delivery that meet the needs of individual learners and College administration. The position is also responsible for the operational support of academic standards and quality enhancement across the College, such as monitoring and review. The Coordinator's responsibilities are:

- ◆ Assist in the development of an education technology strategy.
- ◆ Collaborate with Instructors to research delivery methodologies that support their curriculum through blended approaches such as face-to-face, on-line independent learning and/or tutor supported learning.
- ◆ Provide expertise in instructional design, technological tools and platforms support to faculty and staff in their delivery of quality learning and services.
- ◆ Analyze learning content and identify appropriate instructional media.
- ◆ Develop student and instructor online learning training / resource material.
- ◆ Support Instructors in their design of learning activities for students consistent with adult education principles.
- ◆ Analyze existing instructional materials to identify potential areas for design modification using new technologies.
- ◆ Conduct education/training analysis; develop training assessment and evaluation strategies and tools.
- ◆ 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.
- ◆ 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 documentation and training and present workshops on various instructional technology applications to build capacity of instructors and staff.
- ◆ 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 and implement technologies appropriate to the andragogic needs of both teachers and learners. Collaborate with subject matter experts throughout the Regional College system.
- ◆ Provide support to Instructors in the implementation of Adult Education Principles.
- ◆ Develop a distance learner support model wherein appropriate technologies are integral.
- ◆ Provide recommendations to the College in the development of policy and practices in the areas of educational technology and blended learning.
- ◆ Provide direct education technology support to students, instructors and staff as required.
- ◆ 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 Program Coordinators and the Director of Programs 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, Skills, Abilities and Experience:

- ◆ A Bachelor of Education degree with a valid Saskatchewan Teaching Certificate.
- ◆ Specialized studies in instructional design and development for online education and multimedia training and evaluation, needs analysis and education technology.
- ◆ Two years of web-based instructional design experience and in applying principles of instructional design in the creation of online course materials and assessments.
- ◆ Two years of experience in the instruction, 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.
- ◆ A combination of relevant education and experience may be considered.
- ◆ 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 within a multi-cultural environment and to promote and encourage diversity, individual dignity and mutual respect.
- ◆ 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.
- ◆ Must be willing to work field hours, which involves working according to the demands of the position including evenings, weekends & overtime when necessary.
- ◆ This position will be required to travel; most travel is within the geographical area, and some overnight stays might be necessary. Some provincial travel may be required.
- ◆ Must possess a valid Saskatchewan Driver's License.
- ◆ Satisfactory Criminal Records Check is required

If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to:
Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax:306.445.2254

Please Quote Competition #23-BC-2223

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca