



KINOOMAADZIWIN EDUCATION BODY

Employment Opportunity

CURRICULUM DEVELOPMENT COORDINATOR

SUMMARY

The Curriculum Development Coordinator reports to the Multi-Year Action Plan Lead for the Kinooaadziwin Education Body (KEB). The Curriculum Development Coordinator will work closely with the Regional Education Council Coordinators, the Participating First Nations, and other program partners. This position supports the development and implementation of Anishinabek Education System curriculum and other resources, as well as the strategic plan of the KEB.

DUTIES AND RESPONSIBILITIES

- Be familiar and develop a working knowledge of the Participating First Nations curriculum, resources, professional development, and leadership development.
- Create a plan and provide leadership to support Participating First Nations in the development of Anishinabek instructional resources.
- Initiate and maintain a KEB resource bank for instructional resources and locally-developed courses.
- Collaborate with the Regional Education Councils and Coordinators to develop an annual Professional and Leadership Development plan for the AES.
- Plan, prepare materials, and facilitate professional development opportunities for Participating First Nations.
- Collaborate with the Ministry of Education and Ontario District School Boards to plan, prepare materials, and facilitate joint professional development opportunities for Ontario District School Board staff.
- Develop a working knowledge of the Multi-Year Action Plan Curriculum Resources and Program Development Project, and the Professional and Leadership Development Project.
- Develop a plan for the KEB's involvement in the Ministry of Education curriculum development and review processes, and any other curriculum-related initiatives the Ministry of Education may establish, including access to information and research related to curriculum development.
- Develop and facilitate innovative relationships with external organizations.
- Develop curriculum and instructional communications material for public sharing within the AES.
- Work collaboratively with the Multi-Year Action Plan Coordinator and the Joint Master Education Agreement Committee on matters related to curriculum and instructional resource development. Provide updates and develop recommendations for the Joint Master Education Agreement Committee.
- Lead and facilitate a curriculum and learning resources reference group.
- Participate in the Learning As We Go evaluation process related to the project and program activities.
- Collect, record, and summarize ongoing feedback to support procedural enhancements and streamlining opportunities.
- Conduct research, evaluation, and analysis on the program implementation. Identify potential required programs, resources, and professional development needs within the AES.

As required by the Multi-Year Action Plan Lead and the Director of Education, the Curriculum Development Coordinator will perform other duties.

THE REQUIREMENTS

This position requires an individual with the following education, experience, skills, and personal characteristics:

- Post-secondary degree in the field of education
- Ontario College of Teachers qualifications, or relevant classroom teaching experience
- Minimum of 3 years of experience in program administration and coordination
- Experience in curriculum design, writing and enhancement
- Experience in research and evaluation
- Strong knowledge of Indigenous communities and Indigenous education
- Ability to develop and maintain effective working relationships with First Nation representatives, education partners, and staff
- Excellent written and verbal communications skills
- Strong group facilitation skills
- Excellent organizational and office management skills
- Ability to coordinate multiple tasks in a busy work environment
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability and reliability
- Flexibility and adaptability to changing circumstances
- Creativity and innovation
- Valid driver's licence and a satisfactory criminal records check
- Ability to travel

HOURS OF WORK

This is a full-time term position for a period of two years, with the possibility of extension. The hours of employment will be between 8:30 am and 4:30 pm with a one-hour break for lunch. However, the nature of this position is such that some overtime may be required, and possibly work on weekends or during the evenings. All employees will comply with KEB Personnel and Financial Policies.

LOCATION

The KEB head office is located on Nipissing First Nation, however, this is a remote position. Details of the location and office will be dependent on the successful applicant, pursuant to the KEB policies.

CLOSING DATE

Applications for this position will be accepted until 12:00 p.m. on Friday, September 10, 2021. Please submit your covering letter, resume, and three references to:

Andrea Crawford
Senior Operations Manager
Kinoomaadziwin Education Body
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705-477-4149

*** Preference will be given to members of the *Participating First Nations* or those of *Indigenous ancestry*. Only applicants selected for an interview will be contacted.**