



Job Description

Position Title: **Learning & Professional Development Lead**

Position Type: **1.0 FTE**

Reports to: **Manager, Programs and Services**

Direct Reports: **None**

Location: **Calgary, Alberta**

AAISA's Programs & Services Unit builds the capacity of settlement and integration service providers through professional development and research services geared towards improved professional settlement practice across Alberta and the Prairies and Northwest Territories region.

The Learning & Professional Development Lead is responsible for the development and maintenance of a robust educational and creative vision for AAISA's learning curricula, primarily the newly launched online curriculum. The position is responsible for overseeing the planning, delivery, and evaluation processes in the area of professional development and learning (online, face-to-face and blended) at AAISA that are learner focused and evidence-based. The position works collaboratively with AAISA's facilitators in the instructional design process to adjust the content for online delivery. The Learning Lead is accountable for the design and development of the multimedia learning content for individual online courses and provides learning technology expertise/knowledge for online course development and delivery. The Learning Lead oversees the maintenance of the online learning content and is responsible for the curation and maintenance of an archive of educational and multimedia resources within the LMS. Working with the Learning Technology Specialist, this position provides technical support to users and evaluates the instructional effectiveness of AAISA's Learning and Professional Development programs to its learners and stakeholders.

Roles and Responsibilities

Organizational Development

- Contribute to the development of a broad range of strategic and tactical services, including the development of strategic and communication documents on learning and professional development within the Programs & Services Unit, advising stakeholders on learning strategies, creating guidelines and best practices for the Unit, supporting strategic planning and reporting, as well as advising on organizational and sectorial objectives, services and projects
- Work closely with the Manager, Programs and Services to plan, implement and assess projects and initiatives supporting the settlement and integration sector and strategic goals of the organization
- Support the alignment of curricula to the Settlement Practitioner Competency Framework and professional development committee strategic and business plans
- Coordinate instructional design including building new, and upgrading existing, online and face to face courses in partnership with subject matter experts and Manager

- Support the coordination of face-to-face professional development opportunities for settlement professionals (practitioners, manager, leadership etc.) by liaising with SMEs, promoting opportunities to the sector, coordinating and scheduling attendance of participants, and administering related records and evaluations
- Provide leadership on project management for learning related projects. This may include creating project timelines for online learning projects, identify milestones, monitoring deadlines, and overseeing the processes of project goal setting and delivery
- Develop strong working relationships with the SMEs and contractors, as well as, settlement professional learners, all AAISA team members and committees
- Coordinate and support ongoing projects and initiatives within the Programs and Services Unit to ensure effective and efficient teamwork as well as project completion on time, within budget and according to AAISA's quality standards
- Participate as a member of AAISA project teams, contributing to the effective operation and functioning of these teams by attending meetings and providing information related to activities and requirements of the Unit. Contributes to project planning and, in some cases, leads on the project management of a development project

Curriculum Design, Development, and Evaluation

- Manage, implement, and evaluate AAISA's online curricula for settlement professionals
- Guide the development and coordination of professional development opportunities including formal and informal credit and non-credit courses and webinars
- Conduct needs assessment and evaluation for online learning
- Provide instructional design and learning technology advisory and expertise
- Work closely with facilitators and internal stakeholders on the design and development of curriculum for individual online courses
- Ensure accepted education principles are in place and track new training methods and techniques
- Integrate the latest educational research findings and evidence to improve the quality of curricula and learning experience for settlement professionals
- Stay up to date with evaluation and outcomes measurement tools and methods
- Assess instructional effectiveness and lead the development of evaluation reports determining the impact of training on learners and as well as AAISA's impact as it relates to other core deliverables

Instructional Resources and Design

- Monitor the maintenance of updated curriculum database and training records
- Recommend creative technology strategies for learning improvement or enhancement
- Promote the development of on-line courses
- Recommend, develop and implement digital media and technology, PPT, video and audio projects
- Work with Learning Technology Specialist to identify all hardware, software and multimedia production requirements and recommend specific technologies appropriate for supporting the course design (objectives, activities and assessments)
- Maintain accurate inventory of learning resources including document and multimedia libraries



- Integrate instructional resources into AAISA's Resource Library and online Communities of Practice

Instructional Learning Management System Support

- Oversee the workflow and maintenance of the learning management system for online learning delivery
- Assess instructor's comfort level related to teaching with technology and identify areas for technical support and orientation
- Monitor deployment of course materials, troubleshoot problems and provides on-line student technical support services
- Coordinate the evaluation process for courses and report outcomes to management
- Train administrative staff and facilitators to use the online course platform

Other Duties

- Plan and implement communication strategies and programs for collaborative projects across AAISA business units that target learner audiences
- Develop project-based communication plans to convey key messages
- Provide editing and copywriting services for AAISA's Learning Management System resource library and online Communities of Practice
- Some travel will be required
- Other tasks as assigned by Manager or designate

Qualifications

- Post-Secondary Degree/diploma in a relevant field
- Understanding of logic models
- Basic understanding of lesson plans
- Facilitation experience is an asset
- Strong knowledge of computer applications, including spreadsheets, Learning Management Systems, database, and word-processing; understanding of website maintenance an asset
- Experience with online course development is an asset
- Knowledge and/or experience in the settlement & integration sector in Alberta
- Excellent administrative and organizational skills
- Excellent oral and written communications skills
- Ability to work independently with minimal supervision
- Team player



Deadline to apply:

Tuesday February 19, 2019 @ 5PM MST

To apply:

Please submit your resume and cover letter in confidence to:

Nada Starcevic

Administrative Officer

Alberta Association of Immigrant Serving Agencies

nstarcevic@aaisa.ca

Please note: only those selected for an interview will be contacted