



IDENTIFICATION

Department	Position Title	
Aurora College	Director, Centre for Teaching and Learning	
Position Number	Community	Division/Region
91-16433	Yellowknife	Education & Training

PURPOSE OF THE POSITION

The Director, Centre for Teaching and Learning (CTL) is responsible for the overall leadership and management of the Centre. The Centre’s primary function is to provide and facilitate professional development (PD) to support academic excellence in three areas: educational technology, adult learning theory and practice and the scholarship of teaching and learning.

The Director is the institution’s foremost expert in the advancement of teaching and learning. They bring to bear experience, expert knowledge and insight into innovative approaches taking place across Canada. The incumbent works closely with executive leadership, Chairs and Program Heads and provides mentorship to all, faculty and staff.

The incumbent is central to Aurora College’s efforts to build the capacities necessary in fulfillment of the mission, values, goals, and policies of Aurora College. They must also help ensure approaches to teaching and learning are consistent with adult education principles and respond to different ways for being, knowing and doing.

SCOPE

This position reports directly to the Vice President, Education and Training, The incumbent works closely with senior leadership across Aurora College including Program Heads, Chairs, the Registrar, and College Librarians. The incumbent will continually assess the education, training and professional development needs of College faculty and staff. The incumbent is responsible to identify and institute best practices of educational programming including learner engagement. The incumbent supports all programs, staff and students at three campuses and all community learning centres.

The Director manages a staff of four including: Adult Learning Specialist – Instructional Design, Adult Learning Specialist – Educational Technology, Adult Learning Specialist – Scholarship of Teaching and Learning, and the Administrative Assistant for the CTL.

RESPONSIBILITIES

1. Provides leadership for the Centre for Teaching and Learning to contribute to the professional development of faculty and staff.

- Stay current, through continuous environmental scans, with national and international trends and research - informed best practices in teaching and learning in higher education.
- Stay current with the implementation of the NWT Research Agenda as priorities may link to academic excellence in higher education.
- Stay current and network with other post-secondary Centres for Teaching and Learning to share ideas and information.
- Conduct college wide needs assessment for professional development priorities, aligned with the College strategic plan (i.e. include but are not limited to inclusiveness, diversity, assessment practices, adult education theory and instructional best practices, transformative learning, emotional intelligence).
- Survey faculty and staff for areas of interest and need in regard to professional development.
- Develop annual plans and timelines for programming.

2. Management

- Develop and administer approved budget and authorize expenditures in accordance with established guidelines.
- Manage staff according to Aurora College human resource policies.
- Leads and manages all third-party training and educational contracts/agreements related to the centre according to agreements and ensures all required accountabilities and reports are submitted on time and according to the funders' requirements.
- Develop semi-annual and annual reports.
- Implement system of evaluating effectiveness of programs, workshops and other activities of the Centre.
- Implement quality assessment of all professional development programs.
- Manage and inform the evaluation qualitative and quantitative criteria for the Centre's formal evaluation process in order to align it to institutional strategic directions including academic excellence.

3. Programming and Instruction

- Develop and deliver new faculty orientation training.
- Support a review of the Aurora College Certificate in Adult Education curriculum.
- Develop, manage, deliver and/or coordinate courses, workshops, seminars, brown bag lunches on topics pertaining to adult education, academic excellence, teaching and learning, reflective learning, critical thinking, learner engagement, self-directed learning, diversity and inclusion, cultural awareness or other relevant topics.
- Support discipline specific applied research and scholarship across all areas of the College.
- Work with Centre faculty to support the implementation of educational technology across all programs in the College.

- Work with the Centre faculty to support the development of online learning and implementation of quality control of all instructional content.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Travel by road (and winter roads) or by small aircraft to the three campuses or smaller communities for meetings or committee work can occur at any time of year. When travelling to communities, the incumbent must be prepared to live and work in a variety of conditions for short periods.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of theory and practice related to adult learning principles and practices, eLearning methods and Learning Management Systems (LMS).
- Broad understanding of higher education issues and challenges in Canada and the Northwest Territories.
- Knowledge of national and international trends in the role of teaching and learning centres in higher education.
- Knowledge of instructional design and practice relating to post-secondary or secondary academic environments and technology-based learning.
- Knowledge of adult education delivery approaches in distance education (eLearning) and face-to-face delivery methods and approaches.
- Familiarity with trends in post-secondary teaching and learning.
- Understanding of the role of Centres for Teaching and Learning in promoting academic excellence in higher education.
- Knowledge of the Northwest Territories Applied Research Agenda.
- Knowledge of the Scholarship of Teaching and Learning.
- Knowledge of northern communities, cultures, and cross cultural processes.
- Knowledge of the organization and structure of the College and the relationships between the college and various partners in the communities and across the NWT.
- Knowledge or practices related to educational technology, instructional design, curriculum development, program and course planning, and professional development needs assessment.
- Budgeting skills and the ability to anticipate long-term financial needs and requirements for program or project delivery.
- Strong organizational skills, including attention to detail and prioritization of work.

- Strong project management skills and abilities.
- Creative problem solving in order to demonstrate initiative using sound judgement and discretion.
- Ability to think creatively and critically, with solution-focused and capacity-focused perspectives.
- Proven competencies in collaborative relationships with a variety of internal and external stakeholders.
- Proven effectiveness in leading teams, collaborative change management, and partnership development.
- Knowledge of program evaluation and program evaluation research.
- Demonstrated excellence in written and verbal communications.
- Demonstrated experience and excellence in post-secondary teaching.
- Ability to effectively work independently and in teams across divisions.
- Ability to develop and maintain strong working relationships across the College, its divisions and with partners.
- Ability to maintain professional standards and accreditation through professional development activities.
- Proven ability to be adaptable and flexible in effective teaching approaches.
- Ability to plan, coordinate, direct, monitor and evaluate projects.
- Proven abilities in leadership, management, organizational and time-management skills.
- Proven abilities in decision-making skills and the ability to problem solve independently.
- Stress management skills with the ability to recognize the need for and practice the skills when needed.
- Exceptionally strong interpersonal, analytical, and customer service skills.
- Strong organizational skills and ability to meet tight deadlines along with the ability to manage a diverse and demanding workload.
- Skills in collaboration, team building and networking.
- Skills in adult educational and professional development needs assessment.

Typically, the above qualifications would be attained by:

- Completion of a doctoral degree preferably in a social science area as adult education, education or distance education (Ed.D. or Ph.D), along with a minimum of three years related experience in adult education instruction, and five years of progressive management experience.

ASSET:

- Experience working in Indigenous settings or Indigenous organizations
- E-Learning instructional experience at the post-secondary level

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required

- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred