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# Teaching and Learning Specialist – Indigenization & Decolonization Focus

**DEPARTMENT:** Centre for Teaching and Learning Innovation

**LOCATION:** Comox Valley Campus (with infrequent travel to other campuses if required)

**STATUS** Faculty, Non-Instructional Regular

**APPOINTMENT START DATE:** As soon as possible

**WORK SCHEDULE:** M-F

**%:** 100

**PAY GRADE:** Faculty Pay Scale – page 83 (Step 5)

**QUESTIONS:** Liesel Knaack, Director (Liesel.Knaack@nic.bc.ca)

**POSITION SUMMARY**

Reporting to the Director, Centre for Teaching and Learning Innovation, this position is responsible for providing expertise, support, and guidance in embedding awareness of Indigenous ways of knowing, being, and doing into instruction and curriculum at NIC.

The Indigenous Curriculum Specialist will support and work collaboratively with faculty, staff, Elders, external organizations and communities to ensure that both face-to-face and technology-mediated programs, courses and specific curricula offered by NIC reflect local Indigenous philosophies, values, traditions, languages and teaching methodologies in alignment with NIC’s strategic direction. The Indigenization Specialist will also recommend academic structures and processes by which students can experience their post-secondary education in alignment with their own lives, worldviews, and goals.

The Indigenization Specialist will act as the Chair and lead contact for the Working Together Working Group, the Working Group acts as an ‘Avant garde’ for reconciliation at the institute, and hold the institute accountable for the implementation of the aforementioned recommendations, along with achieving the seven goals outlined in the Working Together Indigenization Plan.

 the Indigenization Specialist is part of the CTLI faculty and works closely with academic departments, the Office of Indigenous Education, and the Office of Global Engagement. The Indigenization Specialist guides faculty members and departments in the development of curricula that enhances knowledge of Indigenous histories, perspectives, methodologies, and cultural practices; develops resources and facilitates workshops for faculty members about Indigenization; supports the program review process with a view to Indigenizing curriculum across the College; and works closely with colleagues across the institution to assist in building capacity in Indigenization, decolonization, and reconciliation. They also provide consultation for course-level design to enhance learning experiences in all learning environments, including blended and online. The incumbent will mentor and advise Faculty in the creation of learning experiences and will help to develop and promote processes and strategies that preserve and protect Indigenous perspectives, values, and practices for a safe and sustainable future. They will initiate, support, and coordinate Indigenous participative, experiential, and land-based learning initiatives, adapting delivery methods as required (e.g., online during COVID). They will provide guidance and direction to ensure that changes for Indigenous equity, diversity, and inclusion are actualized.

The Centre for Teaching and Learning Innovation is North Island College’s teaching, learning and technology teaching commons for faculty, support staff and administration. The Centre staff assists the programs, people and places engaged in designing and facilitating student learning experiences.

We do this by creating high-quality curriculum-supported learning opportunities, individual and group facilitated consulting support and development of resources to assist faculty in redesigning/designing evidence-based pedagogically-sound learning for all students. We also support the enhancement of caring and compassionate classrooms and courses through scholarly reflection, formative feedback, and engagement in a culture of ongoing curriculum renewal.

**POSITION COMPETENCIES**

Teaching and Learning Specialists require the following competencies for successful performance of the duties and responsibilities:

* + Competencies in educational development, facilitating faculty with teaching and learning, undertaking activities to support change in small and large groups of instructors
	+ Leadership skills and abilities including the ability to independently lead projects, manage progress, and produce summary reports
	+ Ability to foster a collegial and positive, work environment
	+ Collaborative skills in the support of change management activities
	+ Effective communication and organizational skills including strong interpersonal effectiveness
	+ Creation of a positive climate and culture of learning
	+ A focus on continuous improvement

**DUTIES AND RESPONSIBILITIES**

1. act as the Chair or Lead for the Working Together Working Group, scheduling and chairing meetings, responding to Working Together engagement and support requests, and working with the Working Together Working Group to ultimately progress the Working Together Indigenization Plan
2. support departments and faculty to ethically engage with, explore, and deepen their understanding of Indigenous pedagogies, Indigenous knowledges, and practices of decolonization in the classroom
3. support faculty individually or in groups to develop Indigenized learning outcomes at the course and program level
4. work with other Teaching & Learning Specialists on incorporating Indigenous ways of knowing, being, and doing when designing, developing, renewing, and assessing curriculum at the course and program level
5. share and promote effective strategies and approaches in teaching, learning and assessment throughout the College
6. serve as an Indigenization resource for programs at all phases of the review process to better support the departments and quality assurance processes at the College
7. develop resources, lead workshops, and facilitate conversations for and with faculty related to Indigenization and decolonization of the curriculum
8. collaborate with Indigenous Education and Services and the Office of Global Engagement on initiatives related to Indigenization, reconciliation, and decolonization
9. collaborate as required on updating policies and procedures related to Indigenizing curriculum in the context of the College's Strategic and Academic Plans
10. develop and maintain the ‘Learning Together’ website, including the ongoing creation of new learning material and collaboration with local knowledge keepers and nations to make available localized teaching and learning resources
11. Provide advice, support, and co-lead staff and faculty through respectful and relevant consultation with First Nations partners in program and course development and involvement.
12. Work with the Indigenous Education Council on processes related to Indigenous programming and provide advice and support on Indigenization and decolonization of program policy and course outlines.
13. Seek direction and guidance from the Indigenous Education Council on appropriate ways to incorporate First Nation and Metis histories and practices in the curriculum.
14. When requested, work with First Nation and Metis partners on incorporating Indigenous-led courses and seminars in language revitalization and other fields of study important to partners
15. Track innovative practices in Indigenous teaching and learning nationally and internationally, sharing new teaching strategies and approaches with the college community

**REQUIRED EDUCATION & EXPERIENCE**

To be discussed and determined with the Indigenous Education Council

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

1. Demonstrates innovative, inclusive and collaborative practice with integrity, energy, and culturally respectful research approach.
2. Proficient with all aspects of curriculum design and development including governance, program development processes, learning outcomes, and assessment and teaching strategies.
3. Excellent interpersonal skills with the ability to interact with all levels of faculty, students and staff; ability to communicate effectively verbally and in writing.
4. Knowledgeable of local Indigenous education scholarship and has used pedagogy techniques.
5. Demonstrated commitment to continuous improvement and respectful relationships.
6. Demonstrated ability to analyze and resolve complex issues, both logical and interpersonal.
7. Demonstrated ability to manage multiple processes and activities simultaneously.
8. Commitment to an inclusive, accessible environment that celebrates and promotes understanding and respect of the diversity of Indigenous Peoples.
9. Expertise in Project Management, particularly as it relates to program review and renewal, new program development, and course curriculum development and the ability to complete projects on time and within scope.
10. Ability to work collaboratively and independently in consultations, projects, and organization events.
11. Commitment to build and maintain strong, positive relationships with multiple, diverse communities.
12. Able to work flexibly, independently, and successfully in a team structure
13. Experience using a learning management system (LMS) and other online tools in own practice and in assisting faculty through developing evidence-informed learning experiences in an online environment
14. Able to apply universal design principles, metacognitive learning strategies and understanding of how we learn to supporting the development of learning experiences
15. Able to thoughtfully embed intercultural and varied perspectives in classrooms to create inclusive and caring classroom
16. Able to reason analytically and problem-solve independently
17. Skills in organization of work, planning, project management, time management and resourcing
18. Excellent oral, written, and interpersonal communication skills
19. Excellent presentation, consultation, and small and large group change management-focused facilitation skills
20. Flexibility to travel between campuses and adjust work hours as required