isans | Immigrant Services
Association of Nova Scotia

INTERNAL AND EXTERNAL JOB POSTING

Online Learning Developer

Short-term contract to end May 2023

ISANS is seeking a part-time **Online Learning Developer** responsible for the integration of online learning with the ongoing development of the REACH program, and supervising the ongoing monitoring, maintenance, and development of the online learning component of the REACH program. Reporting to the Supervisor and the Manager, Language Services, this position will be responsible for:

Duties and Responsibilities:

- Be familiar with the project's vision, mission, values, strategic plan, and integrated client service delivery approach, program and/or project proposals and contracts, and your role in achieving the goals and contractual outcomes of the department
  - Be familiar with the funding contracts and operations policies, and understand your role in achieving the stated goals and contractual outcomes, through either direct or indirect means
- Understand and articulate the project's principles and values, and incorporate these into online learning components; apply an experience-based working knowledge of best practices in online teaching and learning, and ensure reflection of these best practices in current online course components
- Provide leadership in the development of both online and integrated courses/ programs for REACH program
- Work with team to develop online flexible learning components that are learner-centered and interactive
- Provide expert advice and training to pilot instructional staff regarding teaching strategies, learning activities, assessment mechanisms, and the integration of appropriate learning technologies
- Monitor online instructional delivery during pilot and report to management
- Take a lead on developing and implementing training using online learning systems to support staff, and provide expert advice and guidance.
- Assess, evaluate and report on program outcomes
- Apply, conduct, and disseminate research findings in the online teaching and learning field Networks to
- Liaise with the project partners to ensure that curriculum developed is coherent and consistent across 3 regions represented in the project
- Represent ISANS and MOSAIC at conferences and events
- Work closely with the data administrator and IT support on the operation of the online learning system
- Participate in the development of appropriate systems, procedures, and standards for the online learning component, implement, and maintain them
- Help to identify and respond to emerging program issues concerning the online learning component and work closely with the Instructional Team and/or IT in planning solutions
- Assist Project manager in the preparation of program reports and program funding updates related to the online components of the REACH program
- Perform other duties as assigned by the Project Manager

The ideal candidate for this position will have the following:

Education:

- Post-secondary certificate, degree or equivalent in distributed learning or
- Equivalent combination of education and experience will be accepted

Experience:
- Experience in online teaching and learning, instructional technologies, course design, and formative evaluation
- Experience in curriculum development, preferably in an EAL context
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience teaching EAL or working with Canadian Language Benchmarks an asset

Knowledge:
- Understanding and knowledge of adult education principles
- Working knowledge of language acquisition and immigrant settlement issues
- Working knowledge of Canadian Language Benchmarks

Skills:
- Ability to work independently and as part of a team
- Strong written and verbal English communication skills
- Strong time management and organization skills
- Project management
- Proficient with MS Office applications
- Additional languages an asset

Terms of Employment:

- Short-term contract to May 30, 2023
- Part-time: 20 hours a week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Wednesday January 19, 2022 – 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

Please note that ISANS requires Proof of Vaccination (POV), or an approved exemption, from all its employees in order to be part of the organization. If you need to request an exemption, it must be based on human rights grounds.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**