

Job Description

Job Title:	Learning, Teaching and Instructional Design Librarian
Department:	Library
Reports To:	Associate University Librarian, Learning, Research & User Services
Jobs Reporting:	Library Associate, E-learning and User Experience Assessment
Salary Grade:	USG 9-13
Effective Date:	December 2019

Primary Purpose

The Learning, Teaching and Instructional Design Librarian is the Library's expert in learning and teaching within the Library. The incumbent guides and enhances the learning and teaching activities within the Library and broader academic context of library instruction within the academic institution. Through the provision of training, consultation and assessment of current and ongoing practices, the incumbent advances the learning and teaching mission of the Library.

Key Accountabilities

Leadership of learning and teaching

- Integrates information literacy standards and pedagogical best practices from North America and beyond into library instruction initiatives and activities to guide and enhance classroom-based and online learning
- Identifies, develops, designs, and facilitates pedagogical learning and teaching opportunities within the Library
- Advocates for library role in learning and teaching on campus by liaising with campus partners on issues of learning and teaching support
- Distinguishes and enables opportunities for collaborative learning and teaching partnerships on behalf of the Library
- Actively engages and leads within the Library, the University, and the broader profession with committees and groups involved in higher education, fostering collaboration, information sharing, partnerships and expertise

Oversight of instructional design (ID)

- Leads ID team staff to coordinate ID work ensuring ID process thinking guides the work of the team
- Using ID team skills and knowledge to support strategic campus initiatives
- Ensures accessibility of all learning objects/outputs from ID team
- Develops and oversees projects, processes and technical documentation of online learning object development
- Collaboratively leads the investigation, design, and experimentation with and delivery of general and course-specific learning objects, materials and tools

Development of Library teaching culture

- Builds learning and teaching expertise in the Library
- Provides or identifies professional development and educational research opportunities for library teachers

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- Strengthens in-person and online teaching skills for library staff with teaching and training responsibilities
- Supports library instruction curriculum integration by working with library teachers to understand and adapt expectations for varied academic levels and programs
- Understands undergraduate and graduate degree level expectations and initiatives related to outstanding academics at the University and in the field of higher education
- Strategically participates in direct instruction

Analysis and assessment

- Provides leadership for the assessment of instruction practices within the context of library instruction and staff training in the library
- Develops and consults with library teachers on assessment strategies for specific educational interventions
- Consults with the campus community to develop, implement, coordinate, and review initiatives/services/resources that support learning, teaching and research on behalf of the Library
- Trains and coaches librarians in curriculum integration analysis and advocacy
- Analyzes library instruction within major curricular initiatives and academic programs

Direction and guidance

- Oversees and provides direction, guidance and mentorship to direct report(s)
- Coaches, trains and develops employee(s) to assure growth and development of that(those) individual(s)
- Conducts regular performance reviews with direct report(s), and supports achievement of performance goals
- Contributes to decisions on the hiring of direct report(s)
- Provide functional direction to staff that may participate on projects the incumbent leads

Professional development

- Connects with and actively contributes towards professional organizations in their areas of expertise
- Actively participates on specialized teams or working groups to support the unique needs and strategic goals at the University of Waterloo
- Ongoing, proactive acquisition, maintenance, and provision of leadership in the development of associated skills and knowledge in areas of expected expertise
- Maintains or pursues an active research agenda in areas of job-related expertise as a principal investigator or a contributing member of research teams

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- ALA-accredited MLS/MLIS degree, or equivalent
- Advanced degree, or significant progress toward an advanced degree, in education

Experience

- Extensive experience teaching in an academic library with proven success
- Extensive experience and/or education in instructional design
- Experience applying information literacy standards in curriculum design and implementation
- Instructional development experience with a focus on professional librarian and staff training

Knowledge/Skills/Abilities

- Demonstrated ability to independently, as well as collaboratively, plan, coordinate, implement and assess projects, including managing multiple and simultaneous projects
- Demonstrated ability to create, sustain, and enhance partnerships in a strategic manner
- Proven self-starter with excellent communication skills, both oral and written
- Demonstrated commitment to innovation, creativity, and excellence
- Demonstrated ability to analyze data and synthesize recommendations
- Ability to interact with staff and customers in a respectful and inclusive manner
- Excellent organizational and problem-solving skills
- Technical skills: MS Office: intermediate, Articulate 360 or equivalent, project management software
- Preferred: experience working with learning management software and other academic learning support software

Nature and Scope

Contacts:

- Internal to the Library, communicates with employees in all groups and departments throughout the Library at all levels to gather ideas, envision, articulate, collaborate with, make decisions, move projects forward, update and inform others about projects they are leading or otherwise accountable for.
- Support/escalation point for concerns/troubleshooting related to instructional design work and instructional strategies online and face to face.
- Personalized mentoring/coaching for library teachers.
- On campus, communicates with support units and others at all levels to gather ideas, envision, articulate, collaborate with, make decisions, update and inform others about projects they are leading or otherwise accountable for.
 - Supports library teachers in discussion with departments or campus groups in situations related to learning and teaching.
 - Makes the case for Library participation in campus learning and teaching activities.
- Externally, communicates with colleagues through professional organizations and at other institutions in order to execute work.

Level of responsibility:

- The position is responsible and accountable for the development and maintenance of high quality learner-focused instruction by Library staff, and instructional tools and resources.
- This position is responsible for supervision and direction of direct reports and those with a portion of their job directed by this position.
- This position has influence and takes leadership within the library and on behalf of the library with campus support units with respect to learning and teaching and provides direction and support for librarians working with faculty based instruction activities and projects.

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- This position coaches others or aids in discussions of learning and teaching related proposals for departments or Faculties.
- This position is responsible for strategic thinking and planning for library learning and teaching initiatives as well as responsibility for identifying learning and teaching collaboration opportunities.

Decision-making authority:

- Decision making and problem solving are required in the:
 - development, delivery, and assessment of instructional services and project leadership and management.
 - planning, development, delivery, and assessment of online learning objects and management of these objects over time.
 - laying out strategic choices for learning and teaching directions and making recommendations to Library Executive about strategic directions
- The position consults with the Associate University Librarian, Learning, Research and User Services, as well as the Department Heads, Information Services and Resources, and other managers.

Physical and sensory demands: Minimal exposure to disagreeable conditions typical of an office environment.

Working environment: Exposure to stresses related to pressures and priorities related to typical librarian responsibilities. Non-standard working hours are required to meet the instructional demands.