

Job Description



Job Title:	Senior Educational Developer, Indigenous Knowledges and Anti-racist Pedagogies
Department:	Centre for Teaching Excellence (CTE)
Reports To:	Associate Director, CTE
Jobs Reporting:	Educational Developer, Indigenous Knowledges Educational Developer, Anti-racist Pedagogies
Salary Grade:	USG 12
Effective Date:	April 2021

Primary Purpose

The Centre for Teaching Excellence aims to foster teaching excellence, innovation, and inquiry by supporting instructor development, promoting a community around teaching, and nurturing a culture of teaching and learning at Waterloo. This senior position has three main areas of focus: 1) provide oversight and facilitative support for departmental and Faculty-wide Indigenization, Anti-racism, and Decolonization efforts in curriculum and pedagogy, 2) oversee discipline-specific consultation and facilitation by Educational Developers, and 3) contribute to initiatives both internally and externally related to the Indigenization, decolonization, inclusivity, and reconciliation work of the Centre.

Key Accountabilities

Program/Service Management and Facilitation

- Manages the development, delivery, and evaluation of programs and services designed to promote and address Indigenization and Anti-racism efforts within courses and student supervision practices across the institution (e.g., workshop series, prioritization processes for course transformation support and consultation)
- Collaborates with and advises the SED, Curriculum and Quality Enhancement on strategies and processes for promoting and documenting department or Faculty-level efforts in Indigenization, decolonization, and reconciliation (e.g., program review and Quality Assurance Process report requirements, retreat facilitation)
- Facilitates initiatives and programs and engages in individual consultations as needed
- Leads efforts to build capacity among CTE and adjacent Academic Support Unit staff to undertake teaching-related work in Indigenization, decolonization, inclusivity, and reconciliation at Waterloo

Institutional Initiatives and Strategic Directions

- Contributes to the planning, development, and implementation of institutional strategic initiatives regarding the Indigenization and Anti-racist efforts in undergraduate and graduate teaching and learning.
- Contributes to the development and implementation of CTE's strategic plan and provides leadership on departmental strategic priorities
- Contributes to the Centre's thought leadership in higher education Indigenous or Anti-oppressive pedagogies and educational development as appropriate

Supervision and Partnerships

- Oversees the work of the Educational Developer(s), Indigenous Knowledges and Pedagogies and Educational Developer, Anti-racist and Culturally Responsive Pedagogies
- Works closely with the CTE SEDs in their respective areas to embed Indigenous ways of knowing and anti-racist, culturally-responsive pedagogies

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- Develops and manages partnerships with relevant academic support units and university leaders (e.g., Indigenous Initiatives, SSO, WISC, local communities and Elders)
- Takes (co)leadership roles on relevant institution-wide committees
- Helps develop and implement the departmental approach to Indigenous and Anti-racism staff recruitment, professional development, and retention

Engagement in Research, Teaching, and External Initiatives

- Engages in research and/or makes scholarly contributions in their own relevant area within the broad field of higher education
- Represents the university on provincial, national, and/or international projects related to teaching, learning, or educational development with Indigenous and/or decolonial frameworks as needed
- Participates actively in relevant professional associations and conferences to reinforce and promote Waterloo's leadership position and profile in pedagogical innovations and in the field of educational development
- Seeks opportunities to teach and/or provide academic supervision where appropriate

Relationships with Community

- Connects with student- and faculty-facing counterparts in Waterloo's Faculties and at the Affiliated and Federated Institutions (AFIWs)
- Practices culturally appropriate ways of engaging Indigenous communities on behalf of CTE and the University of Waterloo
- Consults with students, Elders, community partners, and other appropriate colleagues to gather input in best ways to create safe and respectful spaces for Indigenous, Black, and Racialized learners and teachers to gain knowledge and practice cultural ways of knowing
- Maintains a continuous and close relationship with Indigenous Initiatives Office and Equity Office
- Networks with the wider Indigenous and Anti-racist educational developer community

**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

- Master's degree, PhD preferred

Experience

- 5+ years of experience in the educational development field
- 3-5 years of experience in a managerial/leadership role in an academic setting
- Relevant lived experience is key
- Experience teaching in higher education in any discipline is an asset
- Background in educational development, consultation, and curriculum design
- Experience with long-term individual, departmental, and/or institution-wide change management initiatives

Knowledge/Skills/Abilities

- 5+ years of experience in the educational development field
- 3-5 years of experience in a managerial/leadership role in an academic setting
- Relevant lived experience is key
- Experience teaching in higher education in any discipline is an asset
- Background in educational development, consultation, and curriculum design

- Experience with long-term individual, departmental, and/or institution-wide change management initiatives

Nature and Scope

- **Contacts:** The SED works closely with various members of the Centre. This senior role also has regular contact with various academic and support unit senior leaders and staff (e.g., AVPs, Associate Deans, Indigenous Initiatives, Equity, etc.). The SED may also be a member of campus committees, helping to inform decisions that involve teaching and learning. External contacts include educational development leaders and practitioners at post-secondary institutions worldwide and local community members.
- **Level of Responsibility:** This role has overall responsibility for the Centre's Indigenization and Anti-racism efforts and the assessment of the work of the team. This role is responsible for advising the Director and Associate Director on the strategic direction for these areas of responsibility and the overall strategic direction for the unit.
- **Decision-Making Authority:** Responsible for operational decisions within the Indigenous Knowledges and Anti-Racist Pedagogies area, including revising programs or services with minimal guidance.
- **Physical and Sensory Demands:** Minimal demands typical of a senior position operating within an office environment.
- **Working Environment:** Exposed to stress and pressure associated with senior level responsibilities, frequent distractions, and competing priorities. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable working conditions, including change resistance and the sensitivities associated with doing anti-racism work. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control, and constant interruptions (e.g., phone calls, emails, and unplanned but urgent requests). The SED works in the CTE office suite, with meetings across campus as well as occasional travel for professional development and networking purposes.