

Job Description

Job Title:	Educational Developer, Indigenous Knowledges
Department:	Centre for Teaching Excellence (CTE)
Reports To:	Senior Educational Developer, Indigenous Knowledges and Anti-racist Pedagogies
Jobs Reporting:	None
Salary Grade:	USG 11
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. The primary purpose of the Educational Developer, Indigenous Knowledges, is to support faculty, graduate student teaching assistants, and postdoctoral fellows seeking to Indigenize and decolonize academic programs, courses, and pedagogy. Reporting to the SED, Indigenous Knowledges, the position will work closely with CTE's programming teams and curriculum team as well as interacting with staff from the Indigenous Initiatives and Equity Offices.

Key Accountabilities

Consultation and Teaching Development

- Plans, delivers, and evaluates faculty and some teaching assistant programming in support of Indigenous ways of knowing
- Supports instructors seeking design consultations to enhance individual courses, assessments, and/or teaching and supervision approaches by building on Indigenization and decolonization frameworks
- Supports instructors seeking to understand protocols for assignments, visits, or guests in particular courses
- Sits on or consults with University committees related to Indigenization and decolonization
- Collaborates with Indigenous Initiatives and any Faculty-based Lecturers in this area
- Contributes to CTE staff member professional development and to other relevant programming offered by CTE as needed

Curriculum and Quality Enhancement

- Provides consultations and programming in area of specialization to teams seeking to transform curriculum via redesign or new program development
- Designs and facilitates curriculum exploration and/or program review for Indigenization at the Department or Faculty level for both undergraduate and graduate programs
- Develops resources related to aspects of curriculum design and development, including culturally-relevant assessment of student learning
- Consults on embedding experiential learning approaches within programs

Relationships with Community

- Connects with student- and faculty-facing counterparts in Waterloo's Faculties and at the Affiliated and Federated Institutions (AFIWs)

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- Builds and maintains relationships with local Indigenous communities on behalf of CTE and the University of Waterloo
- Networks with Indigenous educational developer community more broadly

Scholarly and Academic Contributions

- Networks with educational development specialists at other institutions
- Makes scholarly contributions to the higher education field
- Represents the University of Waterloo at regional, national, and international professional meetings and conferences
- Seeks opportunities to teach where appropriate

**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

- Completion of a Master's degree in a relevant discipline or equivalent education and experience in Indigenous-specific frameworks, together with knowledge of educational development and scholarship in higher education; PhD an asset

Experience

- Relevant lived experience in Indigenous contexts 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

- Knowledge of Indigenous approaches to education, Indigenous world views, decolonization theories and practices, the Truth and Reconciliation Calls to Action, and the importance of relationality/community
- Understanding of local Indigenous cultural contexts
- Sensitivity to discipline-specific contexts and the challenges of change management in academia
- Proven expertise in meeting and workshop facilitation and individual consultations
- Strong interpersonal skills with the ability to work collaboratively, confidentially, and autonomously
- Quantitative and/or qualitative research skills together with knowledge of Indigenous methods and methodologies
- Excellent oral and written communication skills
- Proficiency with the Microsoft Office suite, familiarity with learning management systems, ePortfolio tools like PebblePad

Nature and Scope

- **Contacts:** Works closely with various CTE staff members, including the SED, Integrative and Experiential Education, the SED, Curriculum and Quality Enhancement, the ED, Anti-Racist and Culturally Relevant Pedagogies, and the Faculty Liaisons. Also works with department and Faculty administrators leading curriculum initiatives, and staff member that support Indigenization initiatives from Indigenous Initiatives, Equity, SSO, and the Faculties.

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- **Level of Responsibility:** This position is responsible for leading programming and curriculum events, and for the development and maintenance of relationships with community members and University colleagues.
- **Decision-Making Authority:** With the guidance of the SED, Indigenous Knowledges and Pedagogies, responsible for decisions regarding the implementation of Indigenization initiatives in the teaching mission of the University.
- **Physical and Sensory Demands:** Minimal demands typical of an office environment
- **Working Environment:** Minimal exposure to disagreeable conditions; some exposure to stressful situations in events and workshops especially as regards resistance to change and the sensitivities of doing anti-racism work. The ED – Indigenous Knowledges works in the CTE office suite, with meetings and events across campus and in community with the possibility of further occasional travel for professional development and networking purposes.