



Job Description

Job title	<i>Education Curriculum Developer</i>
Reports to	<i>Education Manager</i>

Job purpose

Reporting to the Education Manager, the Education Curriculum developer will evaluate and create education programming that is curriculum based on the topic of the Indian Residential School-system in Canada. The programming created from this will be used in Ontario Public and Private Schools from grades 1 to 12, college/university courses and life-long learning programming/activities.

This is part of the Educational Enhancement Project, where Mohawk Institute Survivor stories are gathered and used for the virtual tour and future interpretation tour. This will also give us data to create educational resources for the Woodland Cultural Centre's Education Department.

Duties and responsibilities

- Develop special programming, lesson plans, instructional videos, slideshows, and documents for instructors/teachers that is curriculum based.
- Develop the structure, content, and objectives of each level from primary- post secondary.
- Demonstrate attention to detail for review and editing
- Make sure the content meets Ontario, Ministry of Education Standards
- Collaborate with the round of teachers for feedback on content

Qualifications

- Strong interpersonal and problem-solving abilities
- Time Management skills, the ability to establish priorities, meet deadlines efficiently and within stated timelines.
- To work independently with minimal supervision and as part of a team, to accomplish the project's goals and objectives.
- The ability to communicate clearly, effectively both verbally and in writing in order to collect, exchange, and provide information in an accurate and timely manner.
- Have or willing to obtain a vulnerable sector check.

Education

- University Degree in Education, and/or Indigenous Studies
- Background knowledge of residential schools and an understanding of historical trauma

Experience

- Previous experience with reviewing and developing curriculum
- Five (5) years' minimum experience working in Education
- Proficiency with Microsoft Office applications
- Proficiency with virtual meeting tools, i.e. ZOOM

Impact of Error

- Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Woodland Cultural Centre.

Culture

- Woodland Cultural Centre serves to preserve and promote Indigenous history, art, language and culture.

External/Internal Relationship

- Community Members, Contractors, Government Agencies, Council Members, Woodland Cultural Centre Staff, Tourism Partners, Maintenance Contractors, Business Partners and Vendors

Working conditions

- This position requires moderate physical effort.
- This position requires moderate visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

Direct reports

Education Manager

Approved by:	<i>Janis Monture, Executive Director</i>
Date approved:	
Reviewed:	<i>Patricia Deadman, Curator</i>