



Expression of Interest

Curriculum Developer for Education Assistant Certificate Renewal

Assiniboine College invites expressions of interest from experienced professionals to undertake a significant curriculum development project. This role focuses on the redevelopment and enhancement of courses within the Education Assistant Certificate Program, aligning with Assiniboine's high-quality academic standards.

Scope of Work

The redevelopment will focus on a series of courses grouped into three micro credentials, which collectively form the foundation for earning the Education Assistant Certificate.

1. Existing Courses for Renewal:

- Child Development
- Interpersonal Communications
- Observation & Report Writing
- Guiding Behaviour
- Language & Literacy
- Professionalism
- Strategies for Learning
- Cross-Cultural Communication
- Field Practice 1

2. New Courses for Development:

- Introduction to the Profession
- Indigenous Perspectives
- Exceptionalities & Assistive Technology

Courses will be developed for both face-to-face and online self-directed delivery.

Responsibilities

The selected candidate will:

- Develop course blueprints, including learning outcomes, assessment strategies, and instructional materials, using templates provided by the college.
- Align course learning outcomes with program objectives through detailed mapping and alignment tables.
- Create engaging, tech-enhanced learning materials, prioritizing open educational resources (OERs) to minimize student costs.
- Prepare Moodle course pages to meet the college's standards for online course delivery.



Key Deliverables

- **Blueprints:** Course design documents that outline the rationale, structure, and alignment of learning outcomes with assessments and materials.
- **Course Outlines:** Comprehensive outlines meeting Assiniboine's academic standards.
- **Assessments:** Formative and summative tools with detailed rubrics and answer keys.
- **Learning Activities:** Interactive activities with clear instructions and technology integration.
- **Instructional Materials:** Up-to-date resources, including multimedia and supplementary materials.
- **Moodle Course Pages:** Fully developed, quality-checked course pages.

Qualifications

- Master's degree in education, or an equivalent combination of education and relevant experience, will be considered.
- Expertise in curriculum development, and experience in universal design for learning principles.
- Proven ability to align curriculum with academic and Manitoba industry standards.
- Familiarity with Indigenous perspectives and inclusive pedagogical practices.
- Proficiency in leveraging technology for curriculum delivery and development.

Timeline

The project begins **February 2025**, with phased deadlines for each deliverable. Final reviews and quality checks for all courses are expected to be completed by **August 2025**. Detailed timelines for each course will be shared with the selected candidate.

Quality Assurance

Deliverables will be reviewed periodically by the Academic Manager to ensure compliance with Assiniboine's Academic Charter and Quality Framework. Regular audits and feedback loops will support continuous improvement and alignment with learning outcomes.

How to Apply

Interested candidates are invited to submit a detailed resume and a cover letter outlining their qualifications, experience, and approach to curriculum development. Submissions should demonstrate the applicant's ability to meet project requirements and contribute to the success of the program.

Please send your expression of interest to HHS@assiniboine.net.