



## Director, Centre for Learning Innovation

Position Title: **Director**

Division: **Centre for Learning Innovation**

Classification: **Excluded (Grade 9)**

Supervisor's Title: **Senior Advisor – Student Affairs**

### POSITION SUMMARY

The Director of the Centre for Learning Innovation (CLI) at Assiniboine College holds a critical leadership position. This role is responsible for providing visionary guidance and operational oversight to advance CLI's mission within Assiniboine, which is centred on fostering a culture of teaching excellence and high-quality academic programming. In this capacity, the Director participates in various aspects of educational leadership. The Director plays a pivotal role in team leadership by recruiting, developing, and mentoring a diverse team of faculty and specialists, with a strong focus on promoting their professional growth and excellence. This team provides guidance and training on pedagogical issues, such as curriculum and course design, program revision and evaluation, effective use of educational technology, as well as effective practices in teaching and learning.

As a key communicator, the Director works to develop and maintain partnerships with educational leaders, post-secondary institutions, and community organizations, all aimed at enhancing program relevance and impact. Quality assurance is a critical responsibility, overseeing quality assurance initiatives related to program development, modifications, and reviews. They facilitate the design, development, and review of academic programs and courses, collaborating closely with other academic leaders, faculty, and industry experts to ensure alignment with Assiniboine's educational goals and standards. CLI actively contributes to enhancing the educational experience through the integration of educational technology and the optimization of the Learning Management System (LMS) for online learning.

The Director plays a crucial role in advancing Justice, Equity, Diversity, and Inclusion (JEDI) initiatives as it directly contributes to Assiniboine's mission of providing a high-quality, inclusive, and innovative education that meets the needs of its diverse student body.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

##### Strategic Leadership:

- Provide visionary leadership for academic program advancement.
- Offer operational guidance to ensure the success of new and existing initiatives.
- Develop and align the CLI department's strategic vision with college goals.
- Consult with college leadership on faculty and service development priorities and strategies.

##### Program and Curriculum Quality:

- Lead quality assurance initiatives, including program development, modifications, and reviews.
- Design, develop, and review innovative academic programs and courses in collaboration with faculty and industry experts.

##### Collaboration:

- Develop and maintain partnerships with educational leaders, institutions, and community organizations.
- Enhance program relevance and impact through collaboration.

##### Recruit/Hire/Performance Manage:

- Lead faculty and staff hiring, onboarding, and performance management
- Resolve disputes as per policy
- Conduct formal performance reviews, providing formative and summative feedback

## RESPONSIBILITIES AND ACCOUNTABILITIES

### Develop Their Team:

- Recruit, develop, and mentor a diverse faculty and specialist team.
- Promote professional growth and excellence in teaching and learning.
- Plan/approve faculty and staff professional development plans
- Coach faculty and staff in policy requirements
- Make operating decisions
- Resolve disputes as per policy

### Manage Dept Finances/Budget:

- Manage budgets within approved guidelines and as per policy
- Develop and oversee Centre for Learning Innovation budgets
- Provide financial reports and project revenue as required
- Demonstrate effective financial decision-making

### Student Engagement:

- Foster an inclusive educational environment, innovative teaching methods, experiential learning, and industry partnerships to enhance student engagement.

### Education Technology and LMS Oversight:

- Integrate education technology for enhanced instructional delivery.
- Provide strategic and operational oversight for the Learning Management System (LMS) to optimize online learning.

### Project Management:

- Efficiently manage major projects to ensure on-time and on-budget delivery.

### Quality Assurance and Curriculum:

- Ensure quality assurance and continuous improvement for academic offerings.
- Support quality and design standards for instructional materials.

### Data and Research:

- Collect and analyze data on the effectiveness of faculty development and instructional innovations.
- Stay current with emerging research and trends in higher education, curriculum innovation, educational technology, and applied research methods.
- Disseminate findings and practices through internal reports, workshops, and contributions to institutional research projects. Stay updated on higher education trends and best practices.

### Research and Scholarly Engagement

- Collaborate with the VPA and others to align CLI initiatives with institutional research priorities.
- Support faculty engagement in applied research and scholarship of teaching and learning (SoTL).
- Promote integration of current research and data-informed decision-making into curriculum and instructional design.
- Advise faculty on educational research methods and evaluation practices to measure teaching and learning effectiveness.
- Partner with external agencies and internal committees to identify grants and innovation funding streams that support faculty research and CLI initiatives.

### Budget and Communication:

- Manage CLI's budget and act as a liaison with college stakeholders.

### Secondary:

- Negotiate contracts and fees with external stakeholders and service providers.
- Represent Assiniboine on college advisory committees/provincial partnerships.
- Prepare reports for senior leaders.
- Participate in academic committees as required.
- Assign, monitor, and balance staff workloads.
- Develop and monitor budgets; approve unit expenditures.

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

Staff Positions Directly Supervised                      7

Staff Positions Indirectly Supervised                      Occasional supervision of other staff, consultant  
or contract positions

**Other Key Relationships:**

- Senior Advisor, Student Affairs-Direct Supervisor
- Vice President Academic- Collaborates on strategic academic priorities, research alignment, and scholarly initiatives.
- Deans and Chairs
- Academic Directors
- Registrar
- Information Technology

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

- Graduate degree in Education or equivalent; formal training or experience in curriculum studies, instructional design, quality assurance or educational technology is preferred.
- Minimum of five years of academic leadership experience or demonstrated progressive experience in a teaching and learning centre; experience working in a college setting is an asset.
- Post-secondary teaching experience required.
- Excellent communication, interpersonal, and collaboration skills
- Experience in program design, curriculum development, and complex program reviews or evaluation.
- Demonstrated abilities in effective group facilitation and coaching.
- Experience with faculty training and development programs.
- Proficiency in educational technology, including a strong command of learning management systems and related tools.
- Commitment to justice, equity, diversity, and inclusion.
- Effective supervision, workload and project management skills, and change management skills.
- Ability to clarify client needs, provide professional guidance, and develop collaborative plans.
- Evidence of strong professional practices, and ethical development

**OTHER COMMENTS**

The effective development of instructors is crucial for Assiniboine's overall effectiveness and reputation. This role requires close collaboration with college leadership and a commitment to establishing Assiniboine as a learning organization focused on excellence in instruction. Confidentiality regarding instructor performance and related issues is essential. The Director plays a pivotal role in advancing Assiniboine's mission, vision, and values.

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Employee's Signature

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Date

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Supervisor's Signature

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Date