



Director, Centre for Learning and Innovation

Position Title: **Director**

Classification: **Excluded (Grade 9)**

Division: **Centre for Learning and Innovation**

Supervisor's Title: **Vice President, Students & Enrolment**

POSITION SUMMARY

The **Director, Centre for Learning and Innovation** (CLI) provides institution-wide leadership for the systems, standards, and specialized services that support academic quality, curriculum and program development, teaching excellence, faculty development, educational technology, learning systems, Library services, and applied research. The Director translates institutional and academic priorities into an integrated portfolio of work and is accountable for ensuring that CLI resources are deployed against approved College priorities, with clear scope, timelines, service standards, resource decisions, and measurable results.

The Director leads a multidisciplinary team of faculty and specialists and is accountable for establishing clear roles, priorities, professional standards, workload expectations, and measures of performance. The Director builds organizational capacity by ensuring specialized expertise is translated into responsive, high-quality institutional services. The Director provides operational leadership for the College's applied research function and supports implementation of the institutional Applied Research Strategy in partnership with the Vice President Academic, Deans, faculty, industry, and other institutional leaders.

The Director is the steward of Assiniboine's academic quality assurance framework, including standards and processes for new program development, curriculum approval and renewal, program modification, cyclical program review, and continuous improvement. Working closely with the Vice President Academic, Deans, Chairs, faculty, and other institutional partners, the Director ensures CLI services support academic schools while respecting their accountability for program delivery, faculty leadership, and academic outcomes. The Director also provides strategic leadership for educational technology, digital learning, the Learning Management System (LMS), emerging artificial intelligence applications, and the effective integration of Library and Learning Commons services in support of teaching and learning.

The Director ensures that accessibility, universal design, equity, Indigenous education, inclusive teaching, and culturally responsive practice are meaningfully embedded in curriculum development, program review, faculty development, educational technology, and other CLI-supported academic practices.

RESPONSIBILITIES AND ACCOUNTABILITIES

Strategic and Operational Leadership:

- Leads and maintains a multi-year teaching and learning innovation strategy aligned with the College's strategic direction and the academic, operational and quality priorities that follow.
- Provides institution-wide leadership on curriculum renewal, agile curriculum development, program review, quality assurance, faculty development, educational technology, and learning management systems.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Provides strategic oversight for the integration of Applied Research and Library functions within the CLI portfolio, with clear mandates, service expectations, governance, and coordination with related institutional leaders and services.
- Works in partnership with the Director, Student Services to provide coordinated leadership for the Learning Commons, with clearly defined responsibilities for academic learning supports, Library services, student services, shared spaces, and service integration.
- Establishes and maintains a transparent process for intake, assessment, prioritization, and scheduling of CLI work, balancing urgent operational needs with approved strategic commitments and available capacity.
- Leads complex change initiatives that strengthen teaching practice, support new and experienced faculty, and enable effective adoption of new instructional methods, delivery models, educational technologies, and emerging artificial intelligence tools.
- Leads the successful development and delivery of the College-wide Staff Gathering event annually as it pertains to CLI-led professional development and training sessions for academic faculty and staff.
- Ensures CLI services and projects have defined scope, accountable leads, milestones, decision points, service standards, resource requirements, and measures of success, and provides clear operational guidance to team members and College partners.
- Fosters an inclusive educational environment, innovative teaching methods, experiential learning, and industry partnerships to enhance student engagement.

Academic Quality, Curriculum, and Program Renewal:

- Provides institutional leadership and support for Assiniboine's academic quality assurance framework, including standards, processes, schedules, and documentation for new program development, curriculum approval and renewal, program modification, cyclical program review, and continuous improvement.
- Ensures CLI provides support for the design, development, and review of innovative academic programs and courses in collaboration with academic leaders, faculty, students, Indigenous partners, industry, community, and other relevant experts.
- Monitors institutional compliance with approved academic quality processes and identifies systemic risks, gaps, trends, and improvement priorities for academic leadership.
- Leads development of an institution-wide faculty development framework responsive to the needs of new, developing, and experienced faculty and aligned with College expectations for teaching excellence.
- Ensures faculty development addresses priority areas such as curriculum and assessment, teaching practice, educational and emerging technology, Indigenous education, inclusive and accessible teaching, experiential learning, and flexible delivery.
- Establishes and maintains quality and design standards for curriculum and instructional materials, including accessibility and universal design expectations.

Education Technology, Digital Learning:

- Provides institution-wide leadership for the responsible and effective use of educational technology, digital learning platforms, and emerging technologies in teaching, learning, assessment, and curriculum.
- Works with Information Technology Services, academic leaders, facilities, and other partners to establish educational technology standards, governance, lifecycle planning, adoption priorities, and responsibilities, including requirements for new and renovated learning spaces.
- Ensures academic schools receive expert consultation and evidence-informed recommendations on technology-enhanced, flexible, hybrid, HyFlex, online, and other evolving learning environments.
- Provides strategic and operational oversight for the Learning Management System (LMS) and related digital learning platforms, including governance, standards, service performance, adoption, and continuous improvement.

RESPONSIBILITIES AND ACCOUNTABILITIES

Applied Research

- Works with the Vice President Academic, Deans, and other institutional leaders to implement approved applied research priorities and align operational activity with the College's Applied Research Strategy.
- Provides operational leadership to the applied research function, including pre- and post-award supports, faculty engagement, partnership development, funding opportunities, reporting, and integration with academic schools.
- Provides direct supervision and leadership support to the Coordinator, Applied Research
- Partners with external agencies and the internal community to identify grants and innovation funding streams that support applied research.

Scholarly Engagement

- Supports faculty and staff engagement in the scholarship of teaching and learning (SoTL).
- Promotes integration of current research and data-informed decision-making into curriculum and instructional design.
- Ensures faculty have access to appropriate expertise in educational research methods, Scholarship of Teaching and Learning (SoTL) resources, and evaluation practices to assess teaching and learning effectiveness.

Evidence, Evaluation, and Organizational Impact:

- Establishes an evaluation framework for CLI services and initiatives and ensures evidence of effectiveness, uptake, service performance, and institutional impact is routinely collected, analyzed, and reported.
- Stays current with emerging research and trends in higher education, curriculum innovation, educational technology, and applied research methods
- Ensures relevant evidence, emerging practices, performance results, and recommendations are communicated to senior leaders, academic schools, faculty, and other stakeholders to support institutional learning and decision-making.

Team Leadership and Development:

- Builds a high-performing, service-oriented team characterized by clear roles, professional accountability, constructive challenge, collaboration, and responsiveness to institutional priorities.
- Coaches and develops team members through clear goal setting, workload priorities, performance expectations, feedback, and connection to broader departmental and institutional priorities.
- Coaches faculty and staff in Cpolicy, operating plans, adopted frameworks, and best practices
- Assigns, monitors, and balances staff workloads and specialized expertise against approved institutional priorities and service commitments.
- Makes timely operating and resource decisions within delegated authority and escalates significant capacity, risk, policy, or priority conflicts as appropriate.
- Addresses performance concerns promptly and manages performance in accordance with College policy and good management practice.
- Resolves disputes as per policy.
- Conducts formal performance reviews, providing formative and summative feedback.
- Plans and approves faculty and staff professional development plans.

Collaboration and Relationships:

- Develops and maintains partnerships with educational leaders, institutions, and community organizations.
- Enhances program relevance and impact through collaboration.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Works in close partnership with the Vice President Academic, Deans, Chairs, and Academic Directors to align CLI priorities and services with the goals of academic schools while maintaining institution-wide standards and priorities.
- Builds trusted, productive relationships across the College and establishes expectations for responsive, professional, and service-oriented engagement by the CLI team.
- Works with academic leaders to distinguish institution-wide standards and priorities from school-level accountabilities and to resolve competing expectations constructively.

Financial/Budget:

- Develops and manages department budgets within approved guidelines and policy.
- Develops and oversees Centre for Learning Innovation budgets and multi-year resource requirements.
- Negotiates contracts and fees with external stakeholders and service providers within policy authority.
- Provides financial reports and project revenue as required.
- Demonstrates effective financial decision-making.
- Ensures major projects are governed and managed to achieve approved scope, quality, timelines, budgets, benefits, and risk requirements.

Other:

- Represents Assiniboine on College committees and provincial partnerships.
- Prepares reports for senior leaders.
- Escalates matters of urgency, risk, and/or broad organizational impact to brief appropriate senior leaders.
- Participates in committees and communities of practice as required.
- Other duties as assigned.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	9
Staff Positions Indirectly Supervised	Occasional supervision of other staff, consultant or contract positions

Other Key Relationships:

- Vice President, Students & Enrolment
- Vice President, Academic
- Director, Student Services
- Deans and Chairs
- Academic Directors
- Registrar
- Information Technology Services

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Required:

- Graduate degree in education, higher education, curriculum and instruction, educational technology, organizational leadership, or a related discipline; an equivalent combination of advanced education and significant relevant leadership experience may be considered.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Minimum of seven years of progressively responsible post-secondary experience, including significant formal leadership responsibility; leadership experience in a college or polytechnic environment is preferred.
- Demonstrated experience establishing clear priorities, service standards, decision frameworks and measures of organizational impact.
- Demonstrated ability to lead across departmental lines, work collaboratively with competing priorities and communicate decisions with transparency.
- Excellent communication, interpersonal, and collaboration skills, including the ability to influence across organizational boundaries.
- Strong understanding of educational technology, learning management systems, digital learning, and emerging technologies affecting post-secondary teaching, learning, and assessment.
- Demonstrated success leading multidisciplinary professional teams, managing workload and competing priorities, and delivering complex organizational change and major projects.
- Demonstrated experience managing budgets, contracts, external expertise, and significant institutional projects.
- Demonstrated ability to establish service standards, decision frameworks, performance measures, and evidence of organizational impact in a complex service environment.
- Demonstrated ability to clarify institutional and client needs, negotiate scope and priorities, provide professional guidance, and develop accountable collaborative plans.
- Demonstrated sound judgment, integrity, professional accountability, discretion, and ethical leadership.
- Demonstrated abilities in effective group facilitation and coaching.
- Experience providing strategic advice to senior leaders and translating strategy into accountable operational plans, resource decisions and results reporting.

An asset:

- Demonstrated experience in academic quality assurance, program design, curriculum development, and complex program review or evaluation.
- Demonstrated experience designing or leading coherent faculty development systems or programs that support teaching excellence across career stages.
- Demonstrated ability to advance accessibility, universal design, equity, Indigenous education, and inclusive teaching within post-secondary academic practice.

OTHER COMMENTS

The effective development of instructors is crucial to 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.

Employee's Signature

Date

Supervisor's Signature

Date