POSITION DESCRIPTION

Position Title:	Curriculum Developer	Division:	Centre for Learning & Innovation
Classification:	Instructor	Supervisor's Title:	Quality Assurance Specialist

Position Summary

Reporting to the Quality Assurance Specialist, the Curriculum Developer supports Assiniboine College's academic regrowth and financial sustainability objectives through the design, redevelopment, and enhancement of curriculum that strengthens program quality, market relevance, and learner success. Working collaboratively with academic leaders, faculty, industry partners, and subject matter experts, the position develops curriculum assets including learning outcomes, course design documents, assessments, course outlines, instructor guides, learning materials, lesson plans, and Moodle course sites.

Using established college standards, templates, and quality assurance processes, the Curriculum Developer creates industry-aligned, innovative, and scalable curriculum that responds to evolving workforce needs and supports sustainable program delivery. All deliverables must meet college standards, adhere to institutional policies, and contribute to the long-term growth, competitiveness, and viability of the College's academic portfolio.

Primary Responsibilities

- Lead the development, redevelopment, and continuous improvement of curriculum assets that support Assiniboine College's academic regrowth and long-term program sustainability.
- Develop course and program learning outcomes aligned with the college's Quality Assurance Framework, Indigenization Strategy, industry needs, labour market demands, and institutional strategic priorities.
- Create course design documents (blueprints) that ensure alignment between learning outcomes, assessments, instructional strategies, and learning resources.
- Design authentic assessments and corresponding evaluation tools, including rubrics, checklists, and marking guides that support student success and consistent program delivery.
- Develop instructor guides that promote high-quality, standardized, and efficient course delivery across multiple instructional formats and locations.
- Create, curate, and maintain learning materials with an emphasis on Open Educational Resources (OERs) and other cost-effective solutions that enhance learner access while supporting financial sustainability goals.
- Collaborate regularly with academic leaders, faculty, subject matter experts, and industry partners to ensure curriculum remains relevant, responsive, and competitive.
- Monitor project progress and provide regular updates to the Director, Centre for Learning & Innovation (CLI), ensuring deliverables are completed on schedule and meet established quality standards.
- Working alongside academic chairs and faculty to ensure all curriculum products comply with college policies, quality assurance requirements, copyright regulations, and accessibility standards.

Secondary Responsibilities

- Apply Universal Design for Learning (UDL) principles to support inclusive, accessible, and learner-centered curriculum design.

- Develop and maintain Moodle course sites that meet College standards and support flexible, scalable, and technology-enhanced learning delivery.
- Collaborate with Elders, Knowledge Keepers, and community partners to meaningfully integrate Indigenous worldviews, ways of knowing, and perspectives into curriculum and learning experiences.
- Contribute to curriculum innovation initiatives that strengthen program viability, support enrolment growth, and advance the strategic objectives of the Centre for Learning & Innovation.

Key Relationships

Staff Positions Directly Supervised: 0
Staff Positions Indirectly Supervised: 0

Other Key Relationships: Direct Supervisor, Academic Leaders, Centre for Learning Innovation, Learning Commons, Instructors, Industry Stakeholders

Knowledge, Skills, Abilities, Other

- Bachelor's degree in Education, Curriculum Development, Instructional Design, Adult Education, or a related field.
- Master's degree in Education, Curriculum and Instruction, Educational Leadership, or a related discipline is preferred.
- Demonstrated experience in teaching in post-secondary, adult learning, or professional education environments, coupled with proven expertise in curriculum development, instructional design, and the creation of engaging learning experiences that support student success and program growth.
- Strong understanding of program development, instructional design principles, and curriculum innovation that support enrolment growth, learner success, and sustainable academic programming.
- Knowledge of current and emerging trends in post-secondary education, workforce development, micro-credentials, and flexible learning delivery models.
- Excellent project management, organizational, interpersonal, and communication skills, with the ability to manage multiple priorities and stakeholders.
- Experience collaborating with faculty, academic leaders, industry partners, and subject matter experts to develop responsive and market-relevant learning solutions.
- Demonstrated commitment to inclusive education, accessibility, and learner-centered design, including the application of Universal Design for Learning (UDL) principles.
- Knowledge and application of trauma-informed learning principles and practices, with the ability to embed student wellness considerations in curriculum and assessment design
- Experience working with diverse populations and Indigenous communities, with an understanding of culturally responsive curriculum development practices.
- Proficiency with Microsoft 365 applications and educational technologies, including Learning Management Systems such as Moodle.
- Experience in change management, continuous improvement, data-informed decision-making, and strategic academic initiatives is considered an asset.
- Knowledge of quality assurance processes, accreditation requirements, and best practices in curriculum governance is considered an asset.

Employee's Signature | Date

Supervisor's Signature | Date