

JOB POSTING

Instructional Design Specialist

Full-time Contract – 6 months with possibility of extension

The Ontario Association of Children's Aid Societies (OACAS) is a membership organization representing Children's Aid Societies across Ontario. The Association has served its members, the community, the public and the government in a variety of ways since 1912. These services have included the promotion of child welfare issues, government relations, advocacy, policy development, communications, research and special projects, member support, quality assurance in child welfare practice, and training for all protection workers throughout the province.

JOB OVERVIEW

Reporting to the Manager of Learning Resources Development, the Instructional Design Specialist will analyze, design, develop, implement, and evaluate learning resources and training initiatives that are aligned with OACAS strategies and are aimed at enhancing the capabilities of Child Welfare Professionals and their leaders.

As a member of the team, you will support the work of OACAS by collaborating, engaging and working across departments, within a cooperative and accountable environment. You will share knowledge and information, balance work on multiple projects simultaneously, and involve others where appropriate to resolve challenges.

You will work closely with other members of the Learning Resources Development team including the Manager, Learning Resources Development Coordinator, Learning Design and Technologies Coordinator, Learning Resources Design Assistant, and Research Assistants, as well as various stakeholders and Subject Matter Experts in child welfare.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Assessing performance needs

- Gather data to determine current and desired performance outcomes
- Analyze and recommend solutions for closing performance and training gaps related to CAS agency member and individual learner needs

Designing training

- Determine learning objectives for training

- Recommend the most appropriate structure, media, delivery formats depending on learning objectives and desired outcomes
- Provide instructional design and production support to subject-matter expert (SME) consultants who develop most of OACAS' new content
- Build training activities and re-purpose content to meet learning objectives using templates (individually developing new content is likely to be limited in this position). Training is to be offered through the following channels: self-directed, facilitated classroom and web-based (e-learning)
- Coordinate the process of review with SMEs and other stakeholders to ensure that learning resources meet stakeholders' needs, sufficiently engage learners, and that they are organizationally aligned and consistent

Supporting transfer of learning

- Plan initiatives to support the transfer of learning, including leveraging technology
- Develop materials to support the transfer of learning and design activities for trainers to perform during the learning session to support transfer of learning

Evaluating training

- Design the evaluation of learning objectives (e.g., design and develop effective test instruments) and recommend changes based on evaluation results
- Use assessment tools and solicited feedback to provide recommendations for updating and improving content, delivery methods and overall training program effectiveness
- Assist in designing and coordinating consultation, focus group and survey methodologies to obtain field and other subject matter experts' input into learning resources development and review processes

Instructional Design Coaching

- Provide instructional design consultation as needed to project work-groups comprised of **SMEs** that are developing or revising learning resources, to identify desired performance outcomes and intended learning objectives and ensure design will meet these; also, as needed, provide instructional design and production support to consultants who develop and revise curricula
- Prepare, use and orient others in the use of instructional design templates to guide development of learning resources

Project management and coordination

- Use project management skills to develop project workplans, and ensure the timely completion of instructional design, production and translation activities and handoffs during a project

QUALIFICATIONS

- A minimum of 5-7 years' experience in adult learning theory, training needs analysis, instructional design, information design, training methodologies, technology-enabled design and measurement strategies
- Advanced degree in Adult Learning preferred
- CTD or CTP designation is an asset

- Demonstrated knowledge and experience in child welfare or social services will be considered an asset
- Experience in the design and development of training for all three main delivery methods: self-directed, facilitated classroom and web-based
- Current knowledge of the latest learning technologies and program design strategies
- Proficiency with using various e-learning authoring software, such as Articulate Storyline and Adobe Captivate, as well as learning management systems
- Advanced proficiency with MS Office (e.g., Word, PowerPoint, Excel)
- Strong relationship management, influence and consulting skills
- Excellent abilities to digest and critically analyse volumes of content and work with subject matter experts
- Proactive, self-starter with the ability to work well autonomously and collaboratively within a team in a fast-paced environment
- Advanced verbal and written communication skills – advanced understanding of English grammar, exceptional editorial skills, and a keen eye for detail, quality, and accuracy
- Highly organized with an ability to work in a fast-paced environment and manage multiple priorities; attention to detail
- Strong project management skills
- Highly motivated and enthusiastic problem solver with the ability to identify and resolve challenges both autonomously and collaboratively
- Strong customer service and interpersonal skills with the ability to interact with senior management, external groups and committees, and vendors
- Fluent in French (verbal and written) will be considered an asset

Salary: Grade 8 (\$70,927 to \$88,692)

Location:
75 Front Street East
Toronto, Ontario

To Apply:

Interested applicants should submit a resume and cover letter to Anna Mikhael, Human Resources Coordinator by end of day Wednesday, January 29, 2014.

E-mail: jobs@oacas.org

Fax: 416-366-8317

Mail: 75 Front Street East, Suite 308
Toronto, Ontario
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We thank all candidates for their interest; however only those considered for an interview will be contacted.



Ontario Association of
Children's Aid Societies

The voice of child welfare in Ontario

The Ontario Association of Children's Aid Societies is committed to diversity in the workplace and is an Equal Opportunity Employer. For additional information about the Ontario Children's Aid Societies, visit the website at <http://www.oacas.org>

In Accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OACAS will provide accommodation, accessible formats and communication supports for the interview process upon request.