

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Education Specialist, Professional Learning (Development)

*Position Status:* Multiple 1 to 2 year renewable contract positions available (full-time and part-time), includes maternity leave coverage; eligible for benefits

*Closing Date:* Applications are encouraged by 11:59 pm ET on August 11, 2020; however; the position will remain open until filled

### THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, LTS offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. LTS has excited, inspired and engaged more than 7 million children, youth, educators and volunteers in STEM since its inception.

This position is located in London, ON, Calgary, AB, or St. John's NL. However, work from a home office may be negotiable for the right candidate.

We invite you to visit our website (<https://letstalkscience.ca/>) to learn more about our organization.

### POSITION

The Education Specialist, Professional Learning enhances our capacity to support educators and students across Canada. The incumbent will design, develop and/or deliver professional learning opportunities for educators aimed at increasing educator capacity and confidence using Let's Talk Science's resources. The Education Specialist, Professional Learning supports the philosophy of a hands-on approach to learning science, technology, engineering and math (STEM) and to making STEM relevant and engaging for the target audiences, while ensuring programs and services delivered are in alignment with current education pedagogy, curriculum and assessment practices. The incumbent also provides coaching and guidance to subject matter experts and contracted facilitators.

### Responsibilities:

- Design, develop and/or deliver professional learning opportunities for educators that focus on developing skills related to STEM.
- Design and develop resources to support educator implementation of science, technology, engineering, and math (STEM) in the classroom.
- Support professional learning and development of K-12 educators through a multi-pronged approach that includes both face to face and online:
  - Workshop delivery
  - Mentoring, coaching, classroom visits
  - Facilitating communities of practise
  - Support of the Teacher Leader Program
- Ensure program content developed and delivered is in alignment with current curriculum and pedagogical practices.
- Review and adjust pre-developed professional learning sessions to ensure that language aligns to the jurisdiction of delivery (e.g. outcomes versus expectations, etc.).
- Participate in program evaluation and reporting requirements, including collecting and providing data to other organizational representatives as needed.
- Attend training sessions provided by Let's Talk Science.
- Actively participate in all aspects of Let's Talk Science's strategic and relevant work plans.

- Represent Let's Talk Science at various workshops, symposiums and educator conferences, as assigned.
- Stay current on pedagogical issues and trends in STEM and 21<sup>st</sup> century learning skills, sharing and integrating learnings into work as appropriate.
- Stay current on pedagogical practices utilized by K-12 educators.
- Build and maintain relevant educator relationships on behalf of Let's Talk Science (e.g. school administrators, board/district administrators, teachers, etc.); ensuring relevant information is tracked in Let's Talk Science systems.
- Design and develop virtual and face to face professional development sessions for educators
- Create online modules in Articulate, Brightspace and other web-based platforms
- Coach Subject Matter Experts (SME's) in Let's Talk Science approaches, methodologies and tools, then use SME created content in the development of a variety educational products
- Research and develop new programing based on emerging trends in teaching and learning
- Organize work and that of others (e.g. SME's) to met deliverables required by project plans
- Other duties as requested/required that are within the scope of the position.

### **Requirements/Qualifications**

- B.Ed., with teaching experience in science, technology, engineering or math (STEM) and/or graduate studies in the field of education considered assets
- A minimum of 5 years' experience in the K-12 education sector
- Bilingualism (French and English) strongly desired
- Demonstrated experience delivering in person and/or online/virtual professional learning experiences with educators
- Experience facilitating adult learning sessions, preferably with educators and use of Adult Learning Principles
- First Nations, Métis, or Inuit heritage an asset
- A good understanding and knowledge of diverse Indigenous cultures across Canada
- Proven ability to successfully develop and implement work plans and educational programs
- Experience using learning management systems such as, Brightspace by D2L, Moodle, Blackboard, or Canvas. For positions within the Development team, experience in designing and developing online courses or modules will be a requirement.
- Willingness to travel (to staff meetings in London, ON, educator conferences, professional learning sessions and/or client/customer meetings as required)

### **Skills and Abilities**

- Strong organizational and self-management skills with an ability to manage work on multiple projects while maintaining accuracy and attention to detail
- Strong emotional intelligence with proven interpersonal and mentorship skills
- Outstanding oral and written communication skills in virtual and in-person environments
- High energy and enthusiasm with a passion for education
- Excellent working knowledge and understanding of formal education sector as it relates to inquiry, problem solving competencies and skills, student learning and assessment and curriculum
- Experience developing/delivering professional learning experiences about competency-based learning; use of technology; computational thinking/coding etc.
- Ability to think critically about the learning process and how to create meaningful activities with strong student engagement
- Respect for diverse worldviews and community context including an understanding of working with people from diverse racial, ethnic and socioeconomic backgrounds
- Ability to adapt to changing demands and to troubleshoot and resolve problems quickly
- Demonstrated ability to work independently as well as in a collaborative team
- Proficient in use of MS Office, MS Outlook, MS Teams, Google Apps and Internet search techniques and a willingness to learn and adapt to new technology as it emerges in the field
- Proficient with social media (Facebook, Twitter) and comfort with using these tools to conduct business

## Working Conditions

- Reports to the Program Development Manager, Professional Learning as primarily assigned to the development function within Let's Talk Science Professional Learning operations
- Works closely and collaborates with other team members and Let's Talk Science staff working on the development and delivery of Let's Talk Science programs
- Works with staff in Marketing and Communications, Web Development, Fund Development, Finance, Administration and Information Systems functions
- Manages relationships with clients, education stakeholders and/or external contractors as assigned
- Interacts with other Let's Talk Science personnel

Interested candidates should submit their resume and cover letter including salary expectations, interest in part-time or full-time, and quote "Education Specialist, Professional Learning (Development)" as outlined below. The position will remain open until filled; however, applications are encouraged by 11:59 p.m. ET on **August 11, 2020** to:

Shawna Agathos

Coordinator, Human Resources, Let's Talk Science

1510 Woodcock Street, Unit 12, London, ON N6H 5S1

Or via email: [hr@letstalkscience.ca](mailto:hr@letstalkscience.ca) (please submit all documents in one pdf file)

FAX: (519) 474-4085

*Let's Talk Science is committed to building a diverse workforce reflective of Canadian society and invite applications from all qualified individuals. Let's Talk Science is committed to employment equity and diversity in the workplace, and welcomes applications from members of racialized groups, Indigenous persons, persons with disabilities, and persons of any sexual orientation, gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations to assist you with any aspect of the hiring process, please contact the Human Resources Coordinator listed above to arrange reasonable and appropriate accommodation measures which will enable you to be assessed (or "to participate") in a fair and equitable manner. While we appreciate all applications, only those invited for an interview will be acknowledged.*