The Edmonton Space & Science Foundation
Manager, Digital Education
Temporary Full-Time (April 1, 2022 to March 20, 2024)
Out of Scope

The TELUS World of Science – Edmonton's (TWOSE) mission is to: Ignite curiosity. Inspire discovery. Celebrate science. Change lives. Located in Treaty Six Territory, we are the destination to engage Albertans' hearts and minds in science.

TWOSE is committed to diversity, equity, and inclusion. We encourage Indigenous peoples, persons living with disability, sexual and gender minorities, women and members of all minority groups to apply. All qualified candidates are encouraged to apply.

POSITION SUMMARY:

Under the direction of the Director of Education, the Manager of Digital Education is responsible for leading the development, delivery, and evaluation of Northern Coding Academy programs. The Manager liaises with the formal education system to ensure that the programs of Northern Coding Academy meet the needs of the formal education system and positions the organization as an important partner with teachers, schools, and other education stakeholders. The Manager manages a team of educators and initiates strategies to meet and exceed the targets of Northern Coding Academy.

This highly motivated individual has a history of taking initiative, generating creative solutions, and inspiring others. The Manager of Digital Education has a demonstrable passion for digital literacy and for education. They consistently engage people in a respectful manner and build meaningful partnerships with stakeholders. The Manager can manage multiple projects with competing priorities, can mobilize a team in a collaborative environment, and is flexible in a rapidly changing environment.

DUTIES AND RESPONSIBILITIES:

- Lead the development and implementation of teacher training and school outreach programs that meet the goals of Northern Coding Academy
- In support of the organization's goals, objectives and overall budget, develop and manage Northern Coding Academy's goals and targets.
- Ensure the Northern Coding Academy team achieves attendance and revenue targets. Build TWOSE's capacity for informal science education delivery in support of the formal sector.
- Foster the development of a dynamic, collaborative, and effective team of life-long learners. Assigns full- and part-time educator work responsibilities, training, supervising, and mentoring to optimize performance. Participate in hiring and performance appraisal

for staff, review requests for leaves of absence, issue warnings or discipline to correct staff performance problems, and respond to grievances.

- Liaises with all levels of clients (school board coordinators, principals, teachers) to ensure that product is well-positioned in the market to meet customer needs. Represent TWOSE interests and build partnerships with the formal education community.
- Advise on the issues and trends in Alberta Education, other jurisdictions and within the global digital education community
- Collaborate with other TWOSE departments on projects such as marketing, visitor surveys, research, traveling exhibits, events, etc.
- Stay abreast of current developments in education and science and technology in terms of new discoveries, presentation techniques, and science curricula. Establishes systems to ensure that staff keep abreast of these developments and incorporate them into programs.
- Develop strategies to support teachers in teaching digital skills. Assess the need for the creation of professional development opportunities for teachers; deliver and evaluate these programs
- Identify volunteer requirements to support the Northern Coding Academy and provide the necessary management and evaluation of the volunteer component.
- Teach programs when necessary
- Other related duties as required.

QUALIFICATIONS:

Knowledge and Abilities:

- Excellent knowledge of the principles of computational thinking.
- Passionate about science literacy, digital literacy, and the broader public understanding of science, particularly in underserved communities.
- Knowledge of and experience in program or lesson development and delivery in an informal or formal learning environment.
- Knowledge of and experience in teacher professional development.
- Ability to motivate and inspire an effective team.
- Have a solid understanding of the relationship between science centres and formal education.
- A good understanding and knowledge of Canada's Northern peoples and the ability to establish community relationships.
- Ability to accurately meet deadlines in a timely and concise manner.
- Excellent interpersonal, organizational and communication skills.
- Dynamic teaching skills in a hands-on environment.
- Adaptable to a changing work environment.
- Excellent problem solving skills.
- Managerial accounting experience is an asset.

Education and Experience:

- Bachelor's degree; Education degree with specialization in science or computing science strongly preferred.
- Teaching experience in the formal education system in Alberta strongly preferred.
- Evidence of effective management experience an asset.

Note: A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

COVID-19 Notice: TELUS World of Science - Edmonton has implemented a COVID-19 Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

Salary: TELUS World of Science - Edmonton offers a competitive salary commensurate with experience, plus a generous manager-level benefits package. Please indicate wage expectations on accompanying cover letter.

Hours of Work: 75 hours biweekly, Monday through Friday. Some travel will be required.

Opening Date: February 17, 2022
Closing Date: February 24, 2022 or until suitable candidate is found.

How to Apply: hr@twose.ca

Please include cover letter and resume in one document.

We thank all applicants and advise that only those selected for an interview will be contacted.

LAT 53° 33' 40" N LON 113° 33' 50" W