

Senior Educational Developer/Learning Consultant: Characteristics, Skills, Knowledge, and Abilities

	ATTRIBUTES AND QUALITIES (BE)	KNOWLEDGE, SKILLS AND ABILITIES (KNOW)	APPLICATIONS OF LEARNING (DO)
<p>Person is fully developed to an advanced level demonstrating high levels of confidence for role and duties.</p> <p>Person is mostly developed to a moderate level demonstrating good confidence for role and duties.</p> <p>Person is developing to a more satisfactory level demonstrating increasing confidence for role and duties.</p> <p>Person is beginning to develop at a basic level demonstrating some confidence for role and duties.</p>	<p>Commitment to Improving Self</p> <ul style="list-style-type: none"> Demonstrates Self-Awareness Engages in Self-Regulation Activities Learning and Continuous Growth Commits to Professional Development Embraces Lifelong Learning Activities Open to Criticism Adaptable <p>Professional Conduct</p> <ul style="list-style-type: none"> Respectful Humble Inclusive in Interactions and Communications Team Player, Collaborative Tolerance for Uncertainty Though Patience and Persistence Institutional and Department Fit Professional Conduct in Workplace Passionate about Enhancing Teaching and Learning in PSE Exhibits Diplomacy, Trust and Empathy <p>Management of Work Duties</p> <ul style="list-style-type: none"> Takes Initiative Manages Time to Get Work Done High Quality Work Demonstrates Creativity and Innovative Practices Open and Receptive to New Experiences Independent, Reliable, Self-Sustaining Leader 	<p>Teaching and Learning</p> <ul style="list-style-type: none"> Broad Knowledge of Curriculum Development and Design Theory Breadth and Depth of Teaching, Learning and Technology Literature Strong Repertoire of Teaching and Learning Skills, Knowledge and Abilities Current Research in Teaching, Learning and Technology Well-Composed Philosophy of Teaching and Learning Formal Education in Pedagogy Strong Set of Abilities and Skills in both Quantitative and Qualitative Research Educational Leadership Abilities <p>Educational Development</p> <ul style="list-style-type: none"> Strong Grasp of Principles and Practices of Educational Development Solid Understanding of Organizational Culture, Behaviour and Challenges Well-Developed Technology Competencies Undertakes Frequent Reflective Practice with Critical Reflections Strong Philosophy of Educational Development Peer Mentor/Coach and Role Model for Other Developers <p>Facilitation and Change Management</p> <ul style="list-style-type: none"> Broad Skills in Principles and Practices of Change Management Well-Honed Listening Skills Effective Questioning Skills Facilitating Effective Sessions including Longer Series, Courses, Institutes Well-Versed in Team Building Processes Applies, Models and Teaches Others Conflict Resolution/Mediation Skills <p>Planning and Project Management</p> <ul style="list-style-type: none"> Prioritizes Tasks and Duties to Meet Needs Strong Repertoire of Planning and Project Management Skills Critically Thinks and Problem Solves Skills in Outreach and Marketing of Offerings 	<p>Teaching and Learning</p> <ul style="list-style-type: none"> Well-Respected Educator from 7+ Years of Experiences in Post-Secondary Education Models Successful Implementation of Many Instructional Strategies Designs Pedagogically-Sound Courses; Assists Faculty Designing Similar Knowledge of Science of Learning and Regulates Own Learning Selects and Uses Appropriate Teaching Strategies for Conditions/Student Learning Has Excellent Pacing and Timing of Facilitation and Teaching; Smooth and Effortless Leads and Models Scholarly Teaching and Learning Activities About Own Practice Well-Developed Teaching Portfolio; Serves as a Model for Faculty <p>Educational Development</p> <ul style="list-style-type: none"> Engages in All Levels of Pedagogy Support Requests and Consultations Engages in All Levels of Technology Support Requests and Consultations Well-Developed Educational Development Portfolio; Serves as a Model for Others <p>Facilitation and Change Management</p> <ul style="list-style-type: none"> Facilitates, Connects and Consults with Faculty, Students and Administration Facilitates Change through Educational Development Across the Institute Communicates Effectively; Models and Shares Strategies with Others Designs Accessible Materials; Models for Faculty How to Present Materials Supports Change through Employing Principles of Change Management Models How to Work Well Within Organizational Culture; Plays Role within Institution Builds Teams and Manages Them, Models and Trains Others <p>Planning and Project Management</p> <ul style="list-style-type: none"> Independently Plans and Implements Activities, Tasks and Work Duties Leads/Manages All Sizes of Projects, Manages Performance and Assessment Solves Ill-Defined Problems Independently Markets and Promotes Offerings in Variety of Ways Applies Program Development and Evaluation Strategies
	<p>Areas to Gather Evidence: Reflections and Narratives (Blogs, Posts, Stories, Video Summaries, Writing); Project Documents; Letters of Recommendation; Peer Reviews or Peer Assessments of Presentations; Session or Workshop Evaluations; Testimonials, Professional Development Plans, Communities of Practice/Learning Circles Feedback, Evidence of Trying New Things; Creative Endeavours, Book or Chapter Summaries/Synopses; Collaborations with Others/Groups; Professional Learning Networks; Conferences/Sessions/Course Documents or Listing of Participation; Published Research; Promotional Material Development; Feedback from Supervisors; Handouts Developed For Sessions: Application of Theory to Practice; Feedback from Consultees; Participation Listing of Committee Involvement; Contributions to Educational Blogs/Newsletters; And So Many More Ways to Demonstrate Your Learning</p>		



Liesel Knaack, Fall 2016 Attribution: Significant additions and changes to a similar chart found in McDonald, J., Kenny, N., Kustra, E., Dawson, D., Iqbal, I., Borin, P., & Chan, J. (2016). Educational Development Guide Series: No. 1. The Educational Developer's Portfolio. Ottawa, Canada: Educational Developers Caucus. Educational Development Guide No. 1 is licensed under a Creative Commons Attribution 4.0 International License. Available for free from <https://www.stlhc.ca/resources/educational-development-resources/educational-development-guides/>