



Job Posting – Curriculum Development Specialist

Job Title:	Curriculum Development Specialist	Position Type:	1 year contract
Location:	Remote (NCPEI Office in Charlottetown)	Travel:	Travel Required
Wage:	\$28 per hour	Hours/ Week:	37.5
HR Contact:	humanresources@ncpei.com	Date Posted:	December 9, 2025
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources, Subject Line- Curriculum Development Specialist, Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Curriculum Development Specialist (CDS) will lead the development of a comprehensive Language Plan that will guide NCPEI's future Mi'kmaq language education and revitalization efforts. This role will build upon the existing Language and Drumming program and will require close collaboration with the program coordinator, facilitator, and community Elders and Knowledge Keepers. The CDS will create a culturally grounded, sustainable curriculum designed to support adult learners in progressing from beginner-level Mi'kmaq to more advanced conversational skills. Responsibilities include curriculum design, creation of teaching resources, development of assessment materials, and supporting a long-term model in which experienced learners help mentor new learners.

ROLE AND RESPONSIBILITIES

- Develop a complete Mi'kmaq language class curriculum focused on conversational language.
- Create lesson plans, written resources, take-home activities, instructor guides, audio/visual content, assessment tools, and evaluation guidelines.
- Produce an Elder Teachings Resource File to support classroom learning and cultural grounding.
- Collaborate regularly with the Language & Drumming Coordinator, program facilitator, and Elders/Knowledge Keepers.
- Develop and maintain a public teaching guide for delivering Mi'kmaq language learning in community settings, ensuring respectful and appropriate cultural use.
- Represent NCPEI on committees, working groups, boards, and advisory groups as required.
- Maintain a Continuity Binder containing all project materials, updated monthly in both digital and physical formats.
- Complete detailed Activity Reports and narrative meeting summaries after each session, meeting, or workshop.
- Prepare monthly internal reports using required templates, including narrative, qualitative, and promotional materials.
- Reconcile monthly expenses and submit all financial documentation to the Finance Director by the final business day of each month.
- Assist with annual and final reporting requirements to evaluate program strengths, challenges, effectiveness, and recommendations for improvement.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Diploma or degree in a relevant field, or equivalent combination of education and experience.
- Experience developing curriculum, lesson plans, or educational materials.
- Knowledge of Mi'kmaq language, culture, and traditional teachings; experience working with Elders/Knowledge Keepers is a strong asset.
- Experience in community-based language revitalization or Indigenous education preferred.
- Strong writing, research, and resource development skills.
- Ability to collaborate with program teams, Elders, and community partners.
- Highly organized, self-motivated, and able to work with minimal supervision.
- Ability to manage timelines and meet monthly deliverables.
- Criminal Record Check required.

