



Manager, Professional Learning & Training – Program

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Job Title	Manager, Professional Learning & Training – Program
Salary Range	\$78,261 to \$82,647
Location & Work	Work normal business hours but may be required to do some work in the evenings or outside normal working hours. Travel within Canada may be required, including occasional overnight stays.
Start Date	July of 2026

Award Canada is recruiting for a permanent, full-time Manager, Professional Learning & Training – Program to lead the design, development, and delivery of professional learning, training, and knowledge-sharing systems that support Education Operating Partner (EOP) implementation. This role will initially focus on Ontario while contributing over time to a national professional learning and knowledge mobilization model across Canada.

How to Apply

Interested candidates are invited to submit their application by email to yvermette@dukeofed.org, including a cover letter. Applications received will be reviewed beginning July 7, and selected candidates will be contacted starting July 13 to begin the recruitment process.

Position Summary

The Manager, Professional Learning & Training – Program is responsible for designing, developing, and delivering Award Canada's professional learning and knowledge management system to support our Education Operating Partner (EOP) program implementation. The role initially focuses on supporting Ontario EOP implementation, building strong educator capability, consistent delivery approaches, and effective knowledge sharing within Ontario public education contexts. Over time, the role will expand to contribute to a national professional learning and knowledge mobilization model across Canada.

The role goes beyond training delivery to build an integrated educator support ecosystem, including professional development pathways, knowledge sharing, and networks of practice that strengthen experiential learning in real-world education environments. This includes supporting structured training, educator collaboration, and system learning aligned with Ministry-facing priorities.

The role also acts, over time, as a national convenor for experiential learning practice, supporting alignment between school boards, educators, and partners through shared learning and collaboration.

This role must reinforce the cultural shift from compliance-led validation to a progressive learning model that supports challenge, growth, reflection, and continuous improvement. Professional learning must meet educators where they are at, work within real delivery conditions, and support long-term improvement rather than short-term compliance.

Duties and Responsibilities

Professional Learning Strategy

- Deliver high-quality virtual and in-person professional learning across Ontario, with broader Canada delivery over time.
- Design and implement conferences, workshops, and similar convenings that support engagement, collaboration, and system learning.
- Support Education Consultants and field teams to deliver aligned and consistent training locally. Promote a train-the-trainer and capability-building approach that strengthens local ownership and reduces reliance on central delivery.

Knowledge Management and System Learning

- Design and implement a knowledge management approach that captures, curates, and mobilises effective practice emerging from Ontario EOP implementation and other delivery environments.
- Develop systems and processes to collect field insights, including tools, case examples, and educator feedback, and make these accessible across delivery partners and internal teams.
- Support the translation of implementation experience into practical guidance, resources, and shared learning.
- Ensure consistency of messaging and approach across delivery contexts while allowing for appropriate contextual adaptation.

Training Design and Development

- Develop practical training programs, modules, guides, toolkits, and supporting resources for educators, Award Leaders, Coordinators, delivery partners, and staff.
- Translate implementation practice, design principles, and Award expectations into training that is clear, practical, and educator-feasible.
- Develop repeatable training assets and support materials that can be applied across multiple regions and delivery models.
- Ensure training and resources reflect a progressive learning approach that balances challenge with support and enables educators to grow practice over time.

Training Delivery and Capability Building

- Deliver high-quality virtual and in-person training sessions across Canada.
- Support regional or field teams, including Education Consultants, to deliver local / virtual training consistently and effectively.
- Promote a train-the-trainer and capability-building approach that strengthens local confidence and reduces dependency on central staff over time.

System Development and Continuous Improvement

- Build and maintain a structured national training system, including content libraries, facilitator supports, and implementation learning assets.
- Monitor training effectiveness, participation, confidence, and identified gaps, and refine support accordingly.
- Work closely with the Education Implementation Lead and Education Design & Integration Specialist to ensure alignment between model design, field implementation, and learning supports.

Educator Networks and Communities of Practice

- Establish and support educator networks, communities of practice, and subject-matter collaboration groups, initially focused on Ontario EOP implementation.
- Convene educators, system leaders, and partners to share practice, address challenges, and strengthen experiential learning approaches.
- Support peer-to-peer learning and the development of collaborative improvement approaches across schools and school boards.
- Contribute over time to a broader national network of educator collaboration and practice development.

Other duties as assigned.

Minimum Requirements

Specific

- Experience in professional learning, teacher development, instructional coaching, training design, or a related educator-support function.
- Experience designing and delivering training for adult learners.
- Strong facilitation, communication, and program development skills.
- Ability to build structured learning systems that operate across multiple teams, sites, or regions.
- Strong understanding of educator and partner support needs; knowledge of public education systems is highly desirable.
- Ability to translate field practice into practical and scalable learning content.

General



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- Collaborative and team-oriented work style.
- Strong planning, organization, and project management skills.
- Ability to work across functions and maintain alignment between training and implementation.
- Adaptability in an evolving and growth-oriented environment.
- Proficient in Office 365.
- Ability to maintain confidentiality and work in accordance with policies, protocols, and procedures.

Working Conditions

- Work normal business hours but may be required to do some work in the evenings or outside normal working hours;
- Required to spend long hours concentrating, which will require attention to detail and high levels of accuracy; and
- Required to meet a number of deadlines which may cause stress.
- Must be willing to travel on behalf of the Award, sometimes with overnight stays.
- Salary Range: \$78,261 to \$82,647