

Contract Posting #: SD1962025 ED

Posting Date: September 25, 2025

Closing Date: Open Until Filled

Contract Opportunity	Online Educator Leader HomeLearners Network (HLN)		
Team	HomeLearners Network	Team Lead	HLN Program Lead
Summary of the Opportunity	<p>Join the HomeLearners' Network (HLN), an exciting program of SelfDesign Learning Foundation.</p> <p>HLN offers a collection of STEAM-based hands-on activities designed to ignite kids' passions, linking fingers to brains and fostering real-time connections. By engaging in our interactive platform, kids and their families can explore their interests while connecting with others in a supportive and fun environment.</p> <p>All our activities are focused on learning and exploring new interests for kids in K-7. The goal is that activities supplement learners' education, it is not academically driven. View our live, online activities here including current activities to learn more.</p> <p>We are seeking an experienced, certified, educational leader to:</p> <ul style="list-style-type: none"> • Build and support our educator team. • Update and steward the implementation of HLN's content development strategy. • Coordinate the development and delivery of live, online and asynchronous online activities. • Plan and create interactive, asynchronous learning activities with video content for K-7 learners. • Collaborate with the HLN program team to promote and continuously improve products and the platform. <p>The role is ideal for someone who embodies the SelfDesign philosophy, and loves the creative and iterative process of a growing program.</p> <p>The successful candidate will possess the following:</p> <ul style="list-style-type: none"> • Tremendous organizational, planning and administrative skills. • Ability to translate a high level content strategy into monthly and quarterly educator activity planning. • A natural curiosity and knack for educational related software. • A love of problem solving and troubleshooting. • Ability to identify bottlenecks and improve processes. • Experience leading educators in reflective practice and continuous improvement. 		

	<ul style="list-style-type: none"> Experience designing live, online learning experiences and interactive asynchronous online activities. <p>This is a 9 month contract opportunity, from November 1, 2025 to July 31, 2026 with the possibility of renewal. The estimated number of hours per week is 30. Additional contract hours may be available for a qualified individual willing to also provide live, online offerings at a K-7 level.</p>
Work Environment	<p>We are a remote organization.</p> <p>We operate during Pacific Time zone business hours, Monday to Friday between 8:00 am and 6:00 pm.</p> <p>You set your own hours of work, between the business hours noted above. You also need to be available for occasional online meetings during these same hours. Meetings are scheduled in advance.</p>
Timelines	<p>Contract start date: November 1, 2025</p> <p>Contract end date: July 31, 2026</p>
Budget	\$58,000-\$63,000/year- prorated to start date
To Respond To This Opportunity	<p>Read the contract details below.</p> <p>Email a cover letter and your resume to opportunities@selfdesign.org.</p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> Why you are interested in this opportunity. Your availability, particularly if you have other commitments. Evidence of a successful track record providing services similar to our request in a comparable work environment. <p>We actively encourage applications from members of groups with historical and/or current barriers to equity.</p> <p>We look forward to receiving your response. Responses will be reviewed as they are received.</p>

Contract Details

Oversight	You will work at the direction of the HomeLearners Network Program Lead.
Services Required	<ul style="list-style-type: none"> Research trends, update, and implement the content strategy for the types and number of activities to be offered on the HLN platform. Provide ongoing feedback and support to the HLN educator team and content partners. Manage live online activities on the HLN platform. Develop and maintain the procedural manual and orientation materials.

	<ul style="list-style-type: none"> • Conduct regular reviews of processes and procedures pertaining to product development and delivery to improve efficiency. • Support the identification and recruitment of educators and content partners including screening resumes, interviews, assisting with reference checks, and completion of contracts. • Coordinate the development of asynchronous activities. • Create and design engaging and meaningful asynchronous activities, which includes recorded video demonstrations. • Collaborate with the Communications team to select monthly/quarterly activities to promote. • Support the identification and review of educational resources and tools that can be used in live, online activities. • Collaborate with other HLN team members to improve the platform, develop HLN educational programs, resources, and offerings. 	
Competencies	<ul style="list-style-type: none"> • Achievement orientation • Attention to detail • Learning Solutions Development • Fostering Learning & Development • Leading and coaching teams/educators 	<ul style="list-style-type: none"> • Self-starter • Intermediate to excellent spreadsheet skills • Learning Delivery/Facilitation • Learner-centered • Fostering communication and collaboration
Experience and Credentials	<ul style="list-style-type: none"> • B.C. Teaching Certificate. Other provincial teaching certificates will be considered. • Minimum of 2 years experience coaching, leading and supporting a team of educators. • 5+ years teaching, preferably with experience working in an online environment. • Working with groups of learners in an online setting. • Planning and creating engaging online lessons, sessions, and workshops. • Designing curriculum and courses for synchronous or asynchronous online settings. • Demonstrated experience creating and updating procedural manuals and developing new processes. 	
Mandatory Requirements	<p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> • Undergo a Criminal Record Check which must be obtained through SelfDesign with the BC Solicitor General's office at your own expense (approximately \$28) unless you are a B.C. Certified Teacher. 	

About SelfDesign

SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

Working with us

We facilitate lifelong learning and holistic personal growth with programs, opportunities, and support for people of all ages, with an emphasis on choice and self-direction.

We provide access and support for our main applications:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone
- Google Drive, Docs, and Sheets
- Zoom for video meetings/conferencing.

You provide and use:

- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at www.selfdesign.org and read our [Community Report 2024](#).