

Coordinator of Program Curriculum Development, Quality Assurance and Educational Development

Department:	Centre for Academic Excellence & Quality Assurance (CAE&QA)	Competition #:	22-F-01
Campus:	Windsor	Classification:	Academic
Posting Type:	Internal/External	Salary Range:	Commensurate with qualifications and experience
Status:	Full-Time	Closing Date:	Thursday, January 20 th , 2022 at 4:30pm
Presentation Required:	Yes	Start Date:	Monday, February 7 th , 2022

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success. The Centre for Academic Excellence & Quality Assurance (CAE&QA) requires a full-time coordinator (faculty) to coordinate and facilitate educational development activities, new and existing program curriculum development, reviews, as well as quality assurance processes for all credentials offered at St. Clair College, with a specific emphasis on degrees. Reporting to the Executive Director, Academic Excellence but there will also be a close working relationship and cooperation with the Vice President, Academic and the School Chairs in the implementation and development of outcome-based education and other Ministry requirements as well as College Policy.

Candidates must be available to work in the CAE & QA Monday through Thursday between the hours of 8:00 a.m. – 9:00 p.m. and Friday between the hours of 8:00 a.m. to 6:00 p.m.

The responsibilities of St. Clair College Professors include, but are not limited to:

- Supporting faculty, chairs, and the design of new program curriculum and associated documentation through the coordination and facilitation of curriculum design teams and documentation of curriculum design outputs.
- Supporting faculty in improving course outlines and expanding the extent to which the information in the course outline system reflects well-designed outcome-based academic programs that are in full compliance with Ministry and college policies and requirements including outcomes, assessments, learning activities, embedded knowledge and skill statements and essential employability skills outcomes.
- Supporting faculty in the development and updating of program-level vocational learning outcomes as well as mapping the course learning outcomes to the program-level vocational learning outcomes.
- Identifying, developing and delivering training and professional development with respect to various aspects of Ministry requirements (i.e. the OQF), the role of CVS quality assurance practices, the role of PEQAB degree quality assurance practices, outcome-based curriculum, course outlines, and curriculum mapping.
- Supporting Administration in the planning and implementation of outcome-based education and assisting all constituents in meeting appropriate deadlines.
- Supporting faculty, chairs, and the Program Quality Assurance Process through the coordination, facilitation, and documentation of academic program reviews following all relevant College policies and protocols.
- Researching, evaluating, sharing, and applying best practice principles and methodology in the areas of curriculum development, review and quality assurance processes.
- Designing and implementing professional learning initiatives that enhance contemporary teaching practices at the College by utilizing evidence-based practices, pedagogical/andragogical research, and emerging learning technologies to guide the creation of custom training solutions for Faculty/Staff on all campuses.
- Other appropriate and related duties as developed.

The ideal candidate will meet or exceed the following qualifications:

- A doctoral degree in education or related discipline. Graduate work in curriculum design, instructional design, online learning, or educational technology will be considered an asset.
- A minimum of five years of experience in teaching at the post-secondary level and two years demonstrated experience in outcome-based curriculum development is particularly important in the qualifications of the prospective candidates.
- Demonstrated expertise in the writing of outcome-based curriculum at both the course and program levels for degree, diploma, and certificate programs.
- Demonstrated expertise in educational development activities.
- Demonstrated expertise in the integration of course learning outcomes with learning activities and learning assessment and technology-enhanced learning for all credentials offered at St. Clair College.
- A distinct familiarity with, experience and skill in the use of technology both at a personal level and in the facilitation of learning;
- Superior verbal and written communication and interpersonal skills, critical thinking and problem solving skills;
- Demonstrated commitment to excellence in teaching and learning and proven approach to life-long learning;
- Excellent organizational and time management skills;
- Superior skills in developing and presenting workshops and presentations;
- Self-motivated and independent worker who also functions well in a team environment;
- Commitment to diversity and equity are essential to interact effectively with the College's diverse student and staff population;
- The ability to work collaboratively and positively with others in the accomplishment of joint goals;

Candidates selected for an interview will be required to provide a 10-minute teaching demonstration. Details will be provided when interviews are scheduled.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system:

<https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.