**FACULTY POSITION DESCRIPTION**

**Working Title:** Curriculum Developer

**Department:** Learning & Teaching Resources,Education Technology

**Location:** Cranbrook

**Position Status (recommended):** F/T, 18 months, term (?)

**Preferred Start Date:** August 14, 2019

**Date prepared:** June 19, 2019

**Supervisor:** Brenda Mathenia, Director, Teaching & Learning Resources

**Functional manager:** Scott Gerrity, Instructional Specialist

**Curriculum Developer Job Description**

The position of Curriculum Developer requires instructional design skills, e-learning expertise, knowledge of curriculum mapping, and awareness of current curriculum delivery models. This position will support programs and courses in formal and informal development, reviews, curriculum mapping activities, as well as blended and online course delivery aligned with 21st century competencies and skills, and learner-centered instruction.

**Qualifications**

* Master’s degree in appropriate discipline (Bachelor’s degree in appropriate discipline with 3 -5 years experience working in this field considered)
* Instructional design skills and experience across a broad range of disciplines and pedagogic approaches
* Experience teaching at the post-secondary level
* Curriculum development and instructional support experience for online and face to face delivery
* Formal training or experience in online teaching and learning
* Experience working with diverse populations
* Ability to collaborate well in working groups that involve faculty, IT, and instructional support staff
* Strong problem-solving and critical thinking skills with the ability to manage multiple commitments and projects simultaneously
* Excellent organizational, interpersonal and communication skills
* Able to travel between College of the Rockies campuses as required

**Duties and Responsibilities**

**Curriculum and Instructional Design**

* Provide support for broad-based curriculum initiatives (e.g. program review and renewal, course outline creation, online course reviews and renewal, program outcomes assessment, flexible assessment, blended and online delivery)
* Work with the Instructional Specialist and Educational Technologies Team to assist in the implementation and evaluation of innovative approaches to curriculum development and delivery
* Support faculty with implementation of pedagogical practices in support of the college’s values of indigenization, intercultural understanding and experiential learning
* Help plan and coordinate curriculum projects to a successful conclusion
* Empower faculty to create exemplary content and delivery models for existing curriculum
* Support the ongoing improvement of curriculum and instructional assessment tools
* Provide continuing support and guidance as required for faculty developing new curriculum or revising existing curriculum
* Support the College’s long-term planning for instructional design and continuous quality improvement

**Learning Technologies**

* Research and communicate information on best practices in online teaching and learning
* Research and implement best practices in technology-enabled learning, including the development of templates and rubrics for improved curriculum, instruction and evaluation
* Knowledge of and experience with course design and delivery in Learning Management Systems (Knowledge of Moodle a plus)
* Plan and support ongoing professional development, in technology-enabled teaching and learning, for College of the Rockies faculty, staff and management
* Support structures and services required for effective teaching and learning with technology
* Assist and/or perform tasks relating to project management and reporting
* Assist in the overall support and promotion of eLearning initiatives
* Promote increased adoption of technology-enabled teaching and learning
* Provide input about online learning for College planning committees as needed
* Consult with faculty members to identify resources and strategies for online delivery
* Support faculty transitioning to online delivery (e.g. assisting with alternative assessment and evaluation strategies, experimenting with new interactivity options, etc.)
* Provide prompt ongoing pedagogic support for faculty at all campuses
* Other duties as required