

Curriculum and Instructional Consultant

CONTINUING POSITION COMMENCING AUGUST 29, 2022 (37.5 HRS/WEEK)
COMPETITION #22-52



DUTIES AND RESPONSIBILITIES

Holland College is seeking a Curriculum and Instructional Consultant to support program and course design, development, and delivery. Reporting to the Manager of Curriculum Services and LMS, the Curriculum and Instructional Consultant will:

- Lead teams of subject matter experts to design and develop engaging programs and courses for various modes of delivery;
- Provide educational expertise and leadership to post-secondary programs, adult and community education, and other special projects and special offerings as they arise;
- Attend and assist with program advisory committee meetings;
- Facilitate professional development sessions;
- Collaborate across departments to provide educational leadership within the College;
- Provide leadership on program review teams with a focus on program design, suitability to labour market, and instructional approaches;
- Assist faculty to develop teaching strategies, learning activities, and assessments for various modes of delivery;
- Guide and support faculty in curricular innovation, such as integrating educational technology;
- Support instructional staff to integrate the principles of UDL into their courses to support diverse learners;
- Work within Holland College's ISO: 9001 certification, follow and collaboratively maintain policies and procedures related to program development and special projects within the context of the college's strategic direction;
- Manage multiple projects at once;

QUALIFICATIONS

- Master's Degree in related field and a Bachelor of Education is required.
- Minimum of five (5) years' teaching experience in post-secondary education with preference given to those with significant experience in various modes of delivery in a community college.
- Practical experience and expertise in both curriculum and instructional development.
- Experience using a LMS for instruction and/or organizing course content is required.
- Collaborative leadership style that combines teamwork and flexibility.
- Superior digital literacy, interpersonal and communications skills are required as well as ability to work in a blended work environment are required.
- Demonstrated strengths in organization, planning, and project management, and attention to detail are required.
- Demonstrated skills in working within a team in an academic environment under strict timelines, demonstrating a high degree of self-direction, initiative, and motivation to complete projects.

WHY WORK FOR US

Staff is recognized as being integral to the success of Holland College, our learners, and our community. We are dedicated to staff success, both personally and professionally.

HOW TO APPLY

Please submit your resume, cover letter, and three references by email, quoting the competition #22-52.

Human Resources

t: 902.629.4226

f: 902.566.9608

careers@hollandcollege.com

Only those selected for an interview will be contacted.

MORE DETAILS

Classification:

Educational Specialist III

(as per the Memorandum of Agreement between Holland College and the PEI Union of Public Sector Employees – [Administrative and Support](#).)

DEADLINE:

Applications will be accepted until **July 1, 2022.**

Proof of credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents will be required at the time of job offer.