Seeking: Curriculum Development Professional – Higher Education
Contract term: limited term contract (6 months)

PURPOSE:

The Faculty of Information at the University of Toronto invites applications from curriculum development professionals. Under the supervision of the Dean’s Office Manager, working closely with Bachelor of Information Program Director and the Proponent of the new concentration, the primary objectives of the incumbent are to ensure the creation of new curriculum (courses and concentrations) within the Faculty of Information, and to ensure that all related Faculty and University governance documents meet or exceed required standards. The incumbent provides guidance and administrative support to faculty members for the detailed review, development, design or redesign of program curriculum, including: the development and/or assessment of learning objectives/outcomes; instructional and assessment methods appropriate for the achievement of specified learning objectives, content and content sequencing; ongoing review and updating of content; and the evaluation of quality indicators. The incumbent will ensure that the curriculum is designed to function effectively as a coherent and coordinated whole to achieve the program objectives and that continuous improvement processes are in place to sustain the curriculum.

Primary duties include:

- Advising faculty members on how to develop courses as a part of a curriculum design process including identifying appropriate benchmarks and measures
- Working with faculty members to conduct curriculum mapping exercises as part of the development process against guidelines as set out by the Ontario Council of Academic Vice-Presidents (OCAV) and program learning outcomes
- Making recommendations on processes related to the design and modification of curriculum design
- Advising the Faculty community on processes to modify and design curricula
- Developing resources to facilitate curriculum review and design by faculty members and the Programs Committee

The incumbent will collaborate with faculty partners and academic leadership to determine effective approaches and technologies, and then lead the design and execution of evidence-based approaches to achieve desired learner outcomes.

Qualifications Required

Education:
Master’s degree in Education or related field. Relevant combination of experience and education will be considered.

Experience:
Minimum of 3 years of recent and relevant curriculum design experience, including designing and developing learning solutions in a range of delivery formats. Post-secondary undergraduate and graduate teaching experience strongly preferred. Other relevant teaching experience will be considered.
Experience providing curriculum development/design advisory services in an academic environment a definite asset. Needs assessment experience in recommending effective learning solutions.

Skills:
Proficient in Microsoft Office Suite, with advanced skills in PowerPoint. Demonstrated effectiveness in consulting with university academic leadership and subject matter experts to assess learning needs and recommend high-impact learning solutions and learning curricula. Demonstrated proficiency in applying instructional design theory, models, and best practices. Demonstrated proficiency using instructional design tools such as learning project plans, design documents, learning hierarchies, etc. Demonstrated ability to evaluate the effectiveness of learning materials. Demonstrated ability to manage projects. Demonstrated ability to create assessment plans.

Other:
Strong background in curriculum design and development and assessment of student learning outcomes. Must have demonstrated highly effective organizational and leadership skills, and proven ability to work independently as well as collaboratively within a team. Must be a strategic and creative thinker who possesses excellent decision-making skills. Must have superior trouble-shooting and problem-solving skills, and possess the ability to deal with senior University faculty and staff in a manner which facilitates cooperation and consensus building; must exhibit tact, superior judgment and diplomacy, excellent project management skills and the ability to relate effectively to members of the faculty, academic administrators and students. Must demonstrate ability to organize various tasks and meet deadlines, excellent research, writing, communication, presentation and analytical skills, strong attention to detail, ability to work under pressure and handle stressful situations. Superior ability to collaborate effectively and to foster a collaborative environment.

Information about the University of Toronto’s Faculty of Information is available at: http://www.ischool.utoronto.ca

Salary is to be commensurate with qualifications and experience.

Applications should be submitted to dean.ischool@utoronto.ca. Review of applications will begin on November 1, 2018 and the position will be open until filled. A completed application will include a cover letter, curriculum vitae and the list of the references. If you have questions about this position please contact Acting Dean, Professor Kelly Lyons at dean.ischool@utoronto.ca

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.