

## COURSE DEVELOPER/INSTRUCTOR NEW DIPLOMA IN PEDORTHICS COURSE

Continuing Studies at Western is hiring a course developer/instructor for the new course, **PEDS 60XX – Orthotic Theory**, part of the post-degree Diploma in Pedorthics. This course combines the content of PEDS 6011 - Introductory Orthotic Systems, and PEDS 6012 - Advanced Orthotic Systems, both of which will be withdrawn from required diploma-credit courses for the 2012-2013 academic year. The course will be offered starting in January 2013.

Development responsibilities include:

- The successful candidate will prepare and develop and deliver the following course content materials in order to create an online course totaling 36 instructional hours:
  - Course outline;
  - Course learning objectives (per unit and overall for course);
  - Course notes for each unit;
  - Supplemental readings for custom course package (if applicable);
  - Textbook selection;
  - Instructor notes for each unit;
  - Methods of evaluation including assignment design and exam development; and,
  - Bibliography

Instructional responsibilities include:

- Loading course material onto learning management system (LMS);
- Undertaking all preparatory work for each class;
- Facilitating discussions a minimum of three times per week;
- Checking email and responding to student questions;
- Setting clear expectations for students;
- Setting and marking tests and examinations;
- Submitting final course grades; and
- Other duties as discussed with Program Manager

Required qualifications:

- C. Ped (C) in good standing
- 5+ years experience in field
- Particular interest and familiarity with course subject matter

# CONTINUING STUDIES

- Experience training and/or teaching adult learners
- Excellent written communication skills
- Familiarity with website design and structure
- Proven leadership abilities
- Exceptional organizational skills
- Ability to work collaboratively with Continuing Studies staff, course instructors, partner organizations
- Tact and diplomacy

Preferred qualifications:

- Demonstrated success in online teaching
- Experience developing curriculum

To apply, please send résumé and covering letter electronically by Tuesday, February 7, 2012, to:

Chris Thompson  
Manager, Post-Degree Programs  
Continuing Studies at Western

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[cthomp43@uwo.ca](mailto:cthomp43@uwo.ca)

Thank you for your interest in teaching. We will contact you for an interview if your qualifications meet our needs.