

COURSE DEVELOPER/INSTRUCTOR NEW DIPLOMA IN PEDORTHICS COURSE

Continuing Studies at Western is hiring a course developer/instructor for the new course, **PEDS 60XX – Pedorthic Treatment and Management**, part of the post-degree Diploma in Pedorthics. This course will serve as the capstone course, bridging previously studied theory and practical application using case studies as the primary instructional method. The course will be offered starting in May 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
- 10+ years experience in field
- Particular interest and familiarity with course subject matter
- Experience training and/or teaching adult learners

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