



JOB DESCRIPTION

TITLE: Education Curriculum Development Director
(summer student position)

REPORTS TO: Coordinator of Teaching, Learning, and Innovation

PRIMARY FUNCTION:

The successful candidate's primary role will be to assist the Coordinator of Teaching, Learning, and Innovation with taking existing JK to Grade 12 scope and sequence frameworks and inputting data that: (a) make visible our continued commitment to character education at Albert College (b) connect those core values to opportunities related to discussing Equity, Diversity, and Inclusivity (EDI) and the United Nations' Sustainability Development Goals, and (c) blend in a curriculum for leadership. The hired youth will also be expected to develop a series of workshops to be delivered from September 2021 to December 2021. These skills are invaluable to anyone interested in pursuing a career in education. Additionally, this position will enhance digital data analysis and input skills, both of which are popular components to most current workplace environments.

RESPONSIBILITIES AND PERFORMANCE REQUIREMENTS

Research

- Review Albert College's existing scope and sequence frameworks
- Review new online Ontario Ministry of Education curriculum documents to update the existing framework
- Mine through resources (plans, materials, and activities) at Albert College alongside those available online to further enhance and support teaching and learning at Albert College
- Create workshops for faculty and staff to promote greater understanding of Albert College's scope and sequence initiative
- Perform other related and/or delegated duties as assigned

Health & Safety

- Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

Working Conditions

- Work is a combination of deskwork, computer work and human relations
- Word processing, e-mail and scheduling requires extended periods of keyboarding and viewing monitors
- There will be extended periods of time at a desk in a sitting position

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Superior organizational skills and ability to work within deadlines
- Excellent communication and interpersonal skills for dealing with alumni, current parents, students, faculty and all Albert constituents
- Initiative and commitment
- Excellent research skills and in-depth knowledge of electronic databases, social media, and Internet resources
- Ability to work collaboratively and independently
- Attention to detail, accuracy and a high degree of professional confidentiality are essential

REQUIREMENTS

This position has been made possible through the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, the successful candidate must:

- be between 15 and 30 years of age (inclusive) on the start of employment;
- be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act; and
- be legally entitled to work according to provincial legislation and regulations