

## Job Description

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<b>Job Title:</b>	Associate Director
<b>Department:</b>	Centre for Teaching Excellence
<b>Reports To:</b>	Director, CTE
<b>Jobs Reporting:</b>	Senior Educational Developers (SEDs)
<b>Salary Grade:</b>	USG 14
<b>Effective Date:</b>	April 2021

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### **Primary Purpose**

The Centre for Teaching Excellence aims to foster teaching excellence, innovation, and inquiry by supporting instructor development, promoting a community around teaching, and nurturing a culture of teaching and learning at Waterloo. As a key member of the leadership team of this unit, the position has three main areas of focus: 1) provide oversight on the strategic direction and management of the Centre's programs and services for all client groups, 2) engage in the management of the Centre, particularly staff member hiring and development, and 3) contribute to initiatives both internally and externally related to the work of the Centre.

### **Key Accountabilities**

#### **Strategic Direction and Management of Programs and Services**

- Oversees the strategic vision, development, delivery, and evaluation of programs and services designed to address the instructional needs and educational leadership development of all CTE client groups (faculty members, department chairs and other administrators, instructional staff, postdoctoral fellows, and graduate students)
- Leads the implementation of the department's strategic plan
- Provides leadership on departmental strategic priorities (e.g., inclusive educational practices, accessibility, assessment of learning outcomes)

#### **Institutional Initiatives**

- Contributes significantly to the development and implementation of institutional strategic initiatives regarding the enhancement of teaching and learning that involve small- or large-scale changes in practice (e.g., complementary teaching assessment strategies, institutional strategic plan)
- Working with the Director, contributes to the Centre's thought leadership in higher education pedagogy and educational development
- Supports the Centre's advocacy work on the importance of teaching and educational development for all client groups to enable teaching excellence, innovation, and inquiry

#### **Department Management**

- Manages the Centre's SED team
- Contributes to the development and ensures the application of departmental approaches to staff recruitment, professional development, and retention, and mentors other managers in the Centre
- Contributes to the development and ensures the application of departmental practices and procedures
- Assists the Director by monitoring the unit's organizational structure and budget to ensure succession planning, career advancement for staff, and overall effective operations
- Manages departmental systems (e.g., registration system)
- Manages departmental space planning initiatives and activities

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### **Collaborations and Institutional Events**

- Works in conjunction with the Director to foster collaborations with university leaders (e.g., Associate Vice-Presidents, Deans, Associate Deans, Teaching Fellows, Directors of partner units)
- Advises on the design and assessment of new and/or high-profile programs or services to address expressed needs from university leaders
- Develops and/or facilitates departmental, Faculty-level, and Institution-wide initiatives or programs that promote the importance of teaching excellence, innovation, and inquiry (e.g., Waterloo Assessment Institute)

### **Engagement in Research, Teaching, and External Initiatives**

- Engages in research and/or makes scholarly contributions within the broad field of higher education
- Represents the university on provincial, national, and/or international projects related to teaching, learning, or educational development
- Participates in relevant professional associations and conferences to reinforce and promote Waterloo's leadership position and profile in pedagogical innovations and in the field of educational development
- Seeks opportunities to teach and/or provide academic supervision where appropriate

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Master's degree, PhD preferred

### **Experience**

- 5+ years of experience in the educational development field
- 5+ years of experience in a managerial/leadership role in an academic setting
- University-level teaching experience

### **Knowledge/Skills/Abilities**

- Demonstrated knowledge of theories and practices used in educational development, including program planning and evaluation, and awareness of emerging issues and areas of focus in the field
- Demonstrated abilities with quantitative and/or qualitative research methods
- Solid managerial/leadership skills within an academic environment, including proven skill in staff development and relationship management and achieving results using a collaborative approach
- Demonstrated success in contributing to change efforts while showing respect for and sensitivity to academic and disciplinary norms
- Excellent verbal, written, presentation communication, and facilitation skills
- Demonstrated high level of organization and ability to manage high volumes of activity and change
- Proven analytical, systems and strategic thinking, and project management

## **Nature and Scope**

- **Contacts:** The Associate Director works closely with all members of the Centre. This role has regular contact with various academic and support unit senior leaders (e.g., AVPs, Associate Deans, Teaching Fellows, Centre for Extended Learning, Instructional Technologies and Media Services, AccessAbility Services, Institutional Analysis and Planning, FAUW, etc). The Associate Director may also be a member of campus committees, helping to inform decisions that involve teaching and learning.

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External contacts include educational development leaders and practitioners at post-secondary institutions worldwide and external vendors.

- **Level of Responsibility:** This role has overall responsibility for the SEDs team, and provides leadership, performance management, coaching and development of managers and staff. This role is responsible for helping to set goals and direction for the team as well as advise the Director on strategic direction for the unit and institutional priorities and directions.
- **Decision-Making Authority:** Responsible for operational, process-oriented decisions within the Centre. Has significant input on the Centre's hiring decisions, performance management and evaluations, and budget management.
- **Physical and Sensory Demands:** Minimal demands typical of a senior position operating within an office environment.
- **Working Environment:** Exposed to stress and pressure associated with senior level responsibilities, frequent distractions, and competing priorities. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable working conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control, and constant interruptions (e.g., phone calls, emails, and unplanned but urgent requests). The Associate Director works in the CTE office suite, with meetings across campus as well as occasional travel for professional development and networking purposes.