Job Description

Job Title:	Educational Developer, Curriculum & Quality Enhancement
Department:	Centre for Teaching Excellence
Reports To:	Senior Educational Developer, Curriculum & Quality Enhancement
Jobs Reporting:	None
Salary Grade:	USG 11
Effective Date:	February 2020

Primary Purpose

The primary purpose of the ED, Curriculum & Quality Enhancement is to provide support for departmental and Faculty-wide curriculum initiatives, with an emphasis on quality enhancement through support of program review, accreditation, and new program proposals. This role will also be involved in supporting strategic initiatives.

This role works in conjunction with various colleagues at CTE (primarily the Senior Educational Developer, Curriculum & Quality Enhancement and the Faculty Liaisons), across the institution (including staff who support the Institutional Quality Assurance Process (IQAP)), and beyond.

Key Accountabilities

Curriculum and Quality Enhancement
- Designs and facilitates curriculum exploration and/or program review events at the department or Faculty level for both undergraduate and graduate programs
- Participates in defined projects and initiatives with Departments and/or Faculties to support curriculum enhancement, including support for new program proposals
- Develops resources related to all aspects of curriculum design and development, including the assessment of student learning
- Supports university-level processes to document curricular work for the institution's strategic mandate agreement with the Ministry
- Uses curriculum mapping processes and tools, including mapping software
- Consults on the development and assessment of program level learning outcomes for program reviews in relation to degree level expectations adopted by UW
- Gathers feedback on curricula from a variety of sources
- Provides consultations and programming related to curriculum development and quality enhancement
- Contributes to CTE projects and committees related to quality enhancement
- Collects and analyzes documentation and evaluation data for curricular change work
- Assists SED, Curriculum & Quality Enhancement with coordination of curriculum support services, including maintaining the curriculum web pages on the CTE web site and developing and updating curriculum processes and resources used by CTE staff

Scholarly and Academic Contributions
- Networks with educational development specialists at other institutions
- Makes scholarly contributions to the higher education field
- Represents the University of Waterloo at regional, national, and international professional meetings and conferences (e.g., STLHE, EDC, POD Network, ICED, COED)

- Represents CTE on internal and external committees as required
- Seeks opportunities to teach where appropriate

Supervision

- Provides guidance to co-op students as needed

Required Qualifications

Education

- Completion of a Master's degree in any discipline required; PhD an asset

Experience

- Experience teaching in a higher education institution is key
- Background in educational development and curriculum design, including outcomes-based education
- Experience in program evaluation is an asset

Knowledge/Skills/Abilities

- Knowledge of curriculum development and review processes and tools, including curriculum mapping and learning outcomes
- Strong understanding of the higher education context in Ontario, including the Institutional Quality Assurance Process and Strategic Mandate Agreements
- Respect for and sensitivity to disciplinary norms and the challenge of change management in academia
- Proven expertise in meeting and workshop facilitation and individual consultations
- Professionalism, trustworthiness, and tact are essential to working with curriculum leaders and key stakeholders; a high level of confidentiality is required for some curriculum projects
- Strong interpersonal skills, with the ability to work both collaboratively and with a high degree of autonomy
- Capabilities in methods to evaluate programs, and experience with quantitative and/or qualitative research methods
- Excellent oral and written communication skills
- Proficiency with Microsoft Office is essential, and experience evaluating software tools is an asset

Nature and Scope

- **Contacts:** Works closely with various CTE staff members, especially the Senior Educational Developer, Curriculum & Quality Enhancement, and the Faculty Liaisons. Also works with department and Faculty administrators leading curriculum development and program review, faculty and staff members engaged in curriculum initiatives, and staff members in roles that support the IQAP, the SMA, program review and accreditation (e.g., Quality Assurance, IAP, CEE, Library, SSO, WCC).
- **Level of Responsibility:** This position is responsible for leading curriculum events and services and for the development and maintenance of relationships with curriculum leaders across the institution.
- **Decision-Making Authority:** Responsible for decisions regarding the implementation of curriculum support and programming with or without guidance.
- **Physical and Sensory Demands**: Minimal demands typical of an office environment
- **Working Environment:** Minimal exposure to disagreeable conditions; some exposure to stressful situations at curriculum events with numerous participants. The ED – Curriculum & Quality Enhancement works in the CTE office suite, with meetings and events across campus with the possibility of occasional travel for professional development and networking purposes.