#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Trent-ESL Instructor, Instructional Technology Coordinator

**Job Number:** A-231 | VIP: 1395

**Band:** OPSEU- 9

**NOC:** 4033

**Department:** Trent International

**Supervisor Title:** Manager, Trent-ESL

**Last Reviewed:**  June 21, 2021

**The Trent-ESL Program**

The Trent-ESL program offers a variety of programs and modes of delivery. Program offerings are comprised of English for University which prepares students for degree studies at Trent University and English for Short-term Groups which provides students with language and culture immersion experiences. Classes are offered in traditional university classrooms as well as in blended online formats. Future offerings may include off-shore classes utilizing the Trent-ESL curriculum and materials. The Trent-ESL Instructor and Instructional Technology Coordinator supports all Trent-ESL programs and delivery models.

Job Purpose:

The Trent-ESL Instructor and Instructional Technology Coordinator has a combined instructional and administrative role in Trent-ESL.

As the Instructional Technology Coordinator, this person is responsible for maintaining and updating the Trent-ESL Learning Management System / Blackboard site each term as well as providing coordination, support and instruction to the Trent-ESL instructional team for all instructional technologies. This person researches new and relevant technologies for program implementation.

#### As a Trent-ESL instructor, this person has complete responsibility for the preparation and delivery of Trent-ESL Core English courses and Short-term Programs, including course development using the Trent-ESL curriculum document, lesson preparation, marking, student correspondence through office hours and student evaluation. As part of the Trent-ESL instructional team, attendance at scheduled meetings and professional development events is required. This combined role is a key element to enhancing the student learning experience in the Trent-ESL program, measurable by enhancements to student retention and student success.

#### Key Activities:

##### Instructional Technology Coordinator:

* Coordinates instructors’ use of Blackboard by setting up Blackboard courses, posting marks to Blackboard, and posting schedules and announcements to Blackboard as required. Supports Trent-ESL instructors in their learning and use of the Learning Management System / Blackboard platform for their courses.
* Coordinates training and supports instructors in their use of all instructional technologies including placement and promotion testing, e-learning/digital learning opportunities, and digital record keeping and administrative tasks.
* Researches new technologies that would enhance the teaching and learning environment in the Trent-ESL program and makes recommendations to the program manager.
* Considers and models ESL pedagogical principals in the adoption and use of all technologies in the Trent-ESL program.
* Coordinates the implementation of educational technologies that have been approved by the program manager for Trent-ESL use.

##### Key Instructor Activities:

* Has complete responsibility for the preparation and delivery of Trent-ESL Core English and Short-term program courses, including contributions to and application of ongoing curriculum development, lesson preparation, marking, and student evaluation. Course(s) taught in each academic term (fall, winter, spring, summer) will be arranged according to demand and to student enrolment. Employs the Learning Management System/Blackboard platform as part of course delivery.
* Researches curriculum materials, independently and in conjunction with other instructors, and prepares course packs, reading materials, listening materials, and supplementary materials; contributes to general curriculum development of the program. In team-taught courses, works closely with co-instructor(s) to ensure effective delivery of material and coverage of material appropriate to the level.
* Provides initial advising to students on issues related to acculturation to Trent and to Canada, including academic advising, social transition, and life skills required of international students as part of an advising continuum. Refers students to appropriate University student services, and to Trent International for advising and support.
* Participates in the Program’s professional development activities by engaging in research of relevance to the Program’s teaching, or by attending professional and scholarly conferences and professional development events.
* Provides office hours to allow for individual consultations and/or writing conferences for students in the Trent-ESL program.
* Delivers practice workshops for students taking the Trent-ESL Placement or Promotion Test as required; coordinates the administration and marking of these tests; and works with other instructors and the Trent-ESL Manager to arrange appropriate placement of students following the tests.

##### Other Duties

* Assists the Trent-ESL Manager with administrative duties as required, particularly during peak enrolment periods.
* Attends, participates, and/or facilitates sessions at Trent-ESL Orientation, held at the beginning of each term.
* Supports activities and events of Trent-ESL and Trent International, such as Open House, the TI Gala and Cultural Outreach.
* Contributes to the Program’s in-house resource development by writing instructional texts and materials as assigned by the Manager.
* Other duties as assigned.

#### Education Required:

* Master’s Degree in a related discipline, Master’s Degree or Graduate Certificate in Educational Technology, and TESL Certification.

#### Experience/Qualifications Required:

* Minimum 3 years EAP classroom and online delivery experience, preferably in a university setting. Previous academic administration and academic program design experience an asset.
* Excellent interpersonal skills required.
* Excellent oral and written communication skills required.
* Familiarity with computer applications including MS Office (Word, Excel, SharePoint, Teams) and Colleague required.
* Ability to work as part of a team and with minimal direct supervision.

#### Supervision:

* No formal supervision of others is required.