**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Trent-ESL Instructor & Curriculum Coordinator

**Job Number:**  A-202

**NOC:** 4033

**Band:** 9

**Department:** Trent International Program

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

**Last Reviewed:** June 26, 2012

**Job Purpose**

The Trent-ESL Instructor and Curriculum Coordinator has a combined instructional and administrative role in the Trent-ESL: English for University Program. As the Curriculum Coordinator, this person has the complete responsibility for the research, development and maintenance of the Trent-ESL Academic Curriculum for use by the instructional teams in Peterborough and Oshawa. This role also functions to coordinate start and end of term academic tasks with Trent International Program orientation programs for students and instructors and to ensure that program information and expectations are clearly communicated. As a Trent-ESL instructor, this person has complete responsibility for the preparation and delivery of TRENT-ESL courses, 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. The outcomes for this role will be measurable by enhancements to student retention and student success.

**Key Activities**

***Curriculum Coordinator Activities***

1. Develops and maintains the Trent-ESL curriculum; ongoing curriculum research and development, academic and pedagogical resource development, instructor orientation and support, assessment rubrics and writing samples, term academic programming, student placement, and communication.
2. Oversees objectives for all classes in all levels; co-ordinates the selection and ordering of textbooks; maintains curriculum documentation; provides significant input into departmental decisions and policies.
3. Coordinates start and end of term academic tasks with Manager, Trent-ESL and Trent International Program orientation programs for students and instructors and to ensure that program tasks, information and expectations are clearly communicated and successfully delivered. Participation in Trent International Program Orientation (TIP Camp) is required.
4. Liaises with Carleton University regarding all aspects of administration of Canadian Academic English Language (CAEL) Assessment in accordance to the leasing agreement. Coordinates student preparation for the CAEL test by ensuring delivery of practice workshops for students taking the CAEL (Canadian Academic English Language) test. Coordinates placement activities at the start and end of each term, including the administration and grading of placement tests by all instructors, input of data into the grades database and communication of placement to students.
5. Coordinates the Program’s in-house resource development by writing instructional texts and materials, writing and editing program documents, e.g. Student Handbook, Instructor Handbook, Curriculum documents.
6. Organizes 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. Shares opportunities for professional development and scholarly conferences with the instructional team.
7. Schedules and facilitates staff meetings related to curriculum development, program-wide academic policies and practices, and in-house professional development.
8. Represents OPSEU on hiring committees; provides orientation and support to new instructors.
9. Observes classroom performance of CUPE Instructors; writes evaluation reports; provides feedback to instructors and written observation reports to the Trent-ESL Manager.
10. *Instructor Activities*
11. Has complete responsibility for the preparation and delivery of Trent-ESL 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, summers) will be arranged according to demand and to student enrolment. Employs the LearningSystem/Blackboard platform as part of course delivery.
12. 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.
13. Develops and delivers other workshops on a range of academic skills, e.g., reading, essay writing, listening, research, exam preparation, study skills, oral presentations, university transition. Where required, conducts additional conversation, pronunciation or other supplementary classes or workshops as a complement to Trent-ESL classes.
14. 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 the Trent International Program for advising and support.
15. 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.
16. Assists Trent-ESL Manager with administrative duties as required; particularly during peak enrolment periods.
17. Provides office hours to allow for individual consultations and/or writing conferences for students in the Trent-ESL program.
18. Delivers practice workshops for students taking the CAEL (Canadian Academic English Language) test; helps to administer and mark these tests; and works with other instructors and the Trent-ESL Manager to arrange appropriate placement of students following the tests.
19. Attends, participates, and/or facilitates sessions at TIP camp, held at the beginning of each term.
20. Attends extracurricular activities and events of the Trent-ESL program and Trent International Program, such as the TIP formal and Cultural Outreach.
21. Contributes to the Program’s in-house resources development by writing instructional texts and materials as assigned by the Manager.

**Education**

Master’s Degree in related discipline, TESL certification.

**Experience Required**

1. Minimum three years EAP classroom experience required. Previous academic administration is an asset.
2. Excellent interpersonal skills required.
3. Excellent oral and written communication skills required.
4. Familiarity with computer applications including MS Office (Word, Excel, Access), Novell GroupWise, and Internet required.
5. Ability to work as part of a team and with minimal direct supervision.