**Department of Human Resources**

**OPSEU Job Description**

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

**Job Number:** A-231

**NOC:** 4033

**Band:** 9

**Department:** Trent International

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

**Last Reviewed:** November 27, 2018

**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 has the responsibility of maintaining the Trent-ESL Learning System/Blackboard site each term to incorporate ESL academic updates 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 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. 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**

**Technology Coordinator:**

1. 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 System/Blackboard platform for their courses.
2. Coordinates 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.
3. Researches new technologies that would enhance the teaching and learning environment in the Trent-ESL program, makes recommendations to the program manager, and implements systems that have been approved for program use.
4. Other administrative duties as assigned.

**Key Instructor Activities:**

1. 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, summer) will be arranged according to demand and to student enrolment. Employs the Learning System/Blackboard platform as part of course delivery.
2. 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.
3. 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.
4. 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.
5. Assists the Trent-ESL Manager with administrative duties as required, particularly during peak enrolment periods.
6. Provides office hours to allow for individual consultations and/or writing conferences for students in the Trent-ESL program.
7. Delivers practice workshops for students taking the Trent-ESL Placement or Promotion Test as required; 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.
8. Attends, participates, and/or facilitates sessions at TIO, held at the beginning of each term.
9. Attends extracurricular activities and events of Trent-ESL and Trent International, such as the TI Gala and Cultural Outreach.
10. Contributes to the Program’s in-house resources development by writing instructional texts and materials as assigned by the Manager.
11. Other instructional duties as assigned.

**Education**

Master’s Degree in related discipline and TESL Certification.

**Experience Required**

* Minimum two years EAP classroom experience.