**Department of Human Resources**

**OPSEU Job Description**

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

**Job Number:** A-231

**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 Technology Coordinator has a combined instructional and administrative role in the Trent-ESL: English for University Program in Peterborough and Oshawa. As the Technology Coordinator, this person has the responsibility of setting up the Trent-ESL LearningSystem/Blackboard platform and maintaining the site each term to incorporate ESL academic and TIP program updates. This includes using Colleague to obtain required student usernames as well as providing support and instruction to the Trent-ESL instructional team. In addition, the Technology Coordinator will maintain the Trent-ESL website with current and relevant time sensitive information. 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 the technology applications employed in the Trent-ESL program, including LearningSystem/Blackboard platform set-up and maintenance, and supports Trent-ESL instructors in their learning and use of the LearningSystem/Blackboard platform for their courses. This includes and is not limited to uploading students, setting up courses, providing instruction to students and teachers, communicating course grades and attendance in LearningSystem/Blackboard, and maintaining an up-to-date site.
2. Maintains Trent-ESL website to incorporate time sensitive ESL program and TIP information, and ensures easy access to program information to international learners and second language learners on the web pages pertaining to Trent-ESL.
3. Researches new technologies, such as Web 2.0, that would enhance the teaching and learning environment in the Trent-ESL program, make recommendations to the program manager, and implement systems that have been approved for program use.

**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, summers) will be arranged according to demand and to student enrolment. Employs the LearningSystem/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. 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.
4. 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.
5. 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.
6. Assists TRENT-ESL Manager with administrative duties as required; particularly during peak enrolment periods.
7. Provides office hours to allow for individual consultations and/or writing conferences for students in the TRENT-ESL program.
8. 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.
9. Attends, participates, and/or facilitates sessions at TIP camp, held at the beginning of each term.
10. Attends extracurricular activities and events of the TRENT-ESL program and Trent International Program, such as the TIP formal and Cultural Outreach.
11. 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 and TESL Certification.

**Experience Required**

* Minimum two years EAP classroom experience.