**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Trent-ESL Materials Developer

**Job Number:**  A-355

**NOC:** 4033

**Band:** 8

**Department:** Trent International

**Supervisor Title:** Operations and Academic Manager, Trent-ESL

**Last Reviewed:** June 6, 2018

**Job Purpose**

The materials developer will be responsible for researching suitable digital realia such as readings and videos and designing lessons and worksheets for a theme-based blended-learning Trent-ESL course. The materials developed should be in keeping with the learning outcomes in the Trent-ESL Curriculum Document and should follow the direction established by previously developed Trent-ESL blended-learning courses.

**Key Activities**

1. Locates suitable digital realia to use as the basis for theme-based ESL, EAP (English for Academic Purposes), or ESP (English for Special Purposes) lessons.
2. Creates or locates instruction pages, exercises and assessment pieces for all skill areas as required.
3. Ensures materials maintain the integrity of the Trent-ESL Curriculum Document and the direction established by previously developed Trent-ESL blended-learning materials.
4. Where previous versions of the course exist, assesses existing materials, revises or replaces materials, and creates or locates additional materials.
5. Works closely with team members including the Operations and Academic Manager as part of the ongoing editing and revision process.
6. Engages in regular progress meetings with the Operations and Academic Manager.
7. Uploads completed and finalized materials to Blackboard or other platform as required.
8. Completes work in the ESL Study Room and responds to student questions as required.

**Education**

Master’s Degree in a related discipline, TESL certification required.

**Experience Required**

1. Minimum three years EAP classroom experience required. Previous ESL/EAP materials development experience is an asset, especially in a blended learning environment.
2. Excellent interpersonal skills required.
3. Excellent oral and written communication skills required.
4. Familiarity with computer applications including Word, Google Docs (or other cloud-based applications) Blackboard and media creation such as videos.
5. Ability to work with limited but regular direct supervision.
6. Prior knowledge of and experience with the Trent-ESL Curriculum and relevant Trent-ESL courses strongly preferred.