



THOMPSON RIVERS UNIVERSITY

Director, Curriculum Development and Delivery **Full-Time, Ongoing**

DUTIES:

Under the general direction of the Associate Vice-President, Open Learning, the Director, Curriculum Development and Delivery is responsible for the development and delivery of all Open Learning programs and courses. As a member of the Open Learning Division senior leadership team, the Director, Curriculum Development and Delivery is one of five reports to the Associate Vice-President, Open Learning. Reporting to the Director, Curriculum Development and Delivery are the Associate Director, Curriculum Services; Associate Director, Program Delivery; Chair, Instructional Design Group; and Administrative Assistant to the Director, Curriculum Development and Delivery. Effective leadership, collegial communication and collaboration among these individuals is key to the success of curriculum development and program delivery within Open Learning.

As an experienced educator with advanced knowledge of open and online learning and organizational leadership, the Director, Curriculum Development and Delivery offers strategic direction and innovative practices to the challenges of open and online course development and delivery.

MAJOR RESPONSIBILITIES

- Responsible for leadership, management and administration of the Curriculum Development and Delivery department of Open Learning.
- Ensures the successful development and delivery of all Open Learning courses and programs.
- Oversees development of support methods and systems to help improve distance, blended and online teaching and learning.
- Contributes to the overall strategic direction and operation of Open Learning, through active participation in the Open Learning Leadership team and other campus wide committees and projects.
- Ensures that systems, processes and procedures are in place to provide an integrated approach to project and priority management for all curriculum development, maintenance and revision of courses; and coordinates these aspects with the Learning Technology and Innovation Department.
- Works collegially with Instructional Designers, Open Learning Faculty Members, campus faculty and other subject matter experts including external contractors in the

development, delivery and maintenance of open learning and blended courses and programs.

- Oversees the development and implementation of unit budgets and service plans.
- Uses data and analytics to promote constant quality improvement of teaching and curriculum development.
- Proactively liaises with Deans, Associate Deans, program coordinators, academic leads, senior administrators and other support staff of the wider university to develop course, program and project proposals that support the requirements of the TRU Academic Plan, the needs of learners and divisional program plans.
- Champions and integrates best practices in online teaching and learning, instructional design and curriculum services in open and online distance education.
- Promotes the adoption of open educational resources and practices.
- Promotes globalization and indigenization of curriculum and teaching practices.
- Promotes a positive, safe and diverse workplace.
- Fosters a culture of learning, professional development, scholarly practice, research, dissemination of knowledge and continuous improvement.
- Administers the TRUFA (campus faculty/instructional support), TRUOLFA (Open Learning faculty members and CUPE Collective Agreements for faculty and staff within the position's scope of responsibility and suggests improvements for contract negotiations.
- Conducts semi-annual staff performance reviews, and oversees staff orientation, workload allocation, mentoring, and professional development for administrative and CUPE staff.
- Represents the Curriculum Development and Delivery department on committees, councils, boards, and external events locally, provincially and at large, and as appointed by the President, Provost or Associate Vice-President, Open Learning.

REQUIRED KNOWLEDGE/SKILLS

- Earned doctorate in education or related field
- Minimum six years' related experience including instructional design and teaching of online distance courses
- Minimum three years' experience in administrative management of an academic unit including working within collective agreements
- An in-depth knowledge of theory and practices of instructional design for distance learners, open online teaching and learning, use of educational technologies and social media
- Highly conversant with and broadly networked in open online distance education and open educational practices
- National or international reputation in open and distance learning
- Record of research, publications and/or presentations in open and distance learning
- Experience working with academic governance in a post-secondary setting
- Ability to interpret and apply complex policies and procedures
- Ability to make strategic decisions and problem solve issues, communicating these effectively, and to take action as necessary

- Analysis and critical thinking skills
- Financial management skills related to fiscal planning, budgets and project management
- Ability to handle situations that require diplomacy and confidentiality
- Excellent organizational skills
- Excellent writing and editing skills in the English language
- Excellent listening, communication, collaboration, and facilitation skills

COMMENCEMENT OF EMPLOYMENT: November 15, 2017

REVIEW DATE FOR APPLICATIONS: Applications will be reviewed commencing September 15, 2017, and may continue until position is filled.

Please apply here: <https://tru.hua.hrsmart.com/hr/ats/Posting/view/9590>