



POSITION DESCRIPTION

Position Title: Faculty Development Coach

Division: Centre of Learning & Innovation

Classification: FCT- Faculty

Supervisor: Director

POSITION SUMMARY

Reporting to the Director the incumbent plays a key role in the encouragement and development of pedagogical skills among AC faculty, supporting faculty to achieve teaching excellence, and supporting programs to achieve academic and quality goals .

Working closely with instructors, the Learning Commons, Chairs, and Deans, the incumbent identifies faculty development opportunities, supporting instructors in development of programs and courses, the development and application of teaching and assessment strategies, facilitation of student success, and the use and application of technologies for teaching and learning.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

- Coaches instructors in effective teaching and student support including areas such as instructional techniques, assessment strategies, active learning, and classroom management
- Coaches instructors in the design and development of quality curriculum
- Facilitates professional development and training workshops for instructional staff, including topics such as curriculum design, course outline writing, assessment, rubric design and other relevant topics for faculty training
- Produces and maintains a “New Faculty Handbook”
- Responds to instructor requests and collaborates with Chairs and Deans to coach faculty identifying as needing additional support
- Develops tools and resources to support faculty in the implementation of College priorities, including the Academic Plan, Academic Charter, Internationalization, Indigenization Strategy, and relevant college policy
- Participates in classroom observations and provides formative feedback on teaching and learning
- Supports new faculty orientation and development, including planning and delivering the Teaching Essentials Program for both face to face and online formats
- Works with faculty in the implementation of quality standards for course revitalization
- Contributes to program review, course revitalization, and new program/course development

- Researches and recommends best practices for face-to-face, blended, and online teaching and learning models.
- Develops templates and procedures to ensure continuity of curriculum development, and processes for quality assurance.
- Plans and facilitates provision of academic components for college-wide professional development
- Supports faculty networking, collaboration, and knowledge exchange, including activities such as learning communities, teaching triangles, and peer mentoring activities
- Develops and maintains a needs assessment and gap analysis plan to develop a strategic plan for faculty development
- Secondary:
 - Working with Director and other members of team, provides advice on course development for quality assurance
 - Prepares instructional design templates to facilitate quality in courses on Moodle and other LMS
 - Working with Educational Technology Specialist, guides faculty in the use of Open Educational Resources (OER)
 - Updates with Deans, Chairs, and faculty needs and assess activities of previous academic years to plan next faculty support activities
 - Participates on college committees, as appropriate.
 - Contribute to the review and development of academic policy
 - Collaboration with the Learning Commons on institutional strategies and interventions that involve both faculty and students (e.g. academic integrity)
 - Collaborates with the Student Accessibility Coordinator on faculty development related to accessibility and Universal Design for Learning.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	Nil
Staff Positions Indirectly Supervised	Nil

Other Key Relationships:

Faculty, Administrative Staff, Chairs, Deans
 VP Academic
 Industry representatives, faculty developers, instructional designers, and multimedia specialists from Manitoba and Canadian Colleges and universities
 Learning Commons

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Masters degree or Bachelors degree
- Extensive and varied instructional experience including program and curriculum development, instructional design, classroom instruction, and use of educational learning technologies.
- Experience or demonstrated interest in coaching others

- Strong communication and interpersonal skills, a demonstrated ability to work effectively in a team, and open to emerging trends
- Ability to use digital tools and media technologies to support teaching and learning
- Strong project management skills, ability to meet deadlines
- Excellent interpersonal communication skills.
- Collaborative and creative thinking and problem-solving skills.
- A sustained and high degree of initiative and collaborative demeanor are expected.
- Understanding of educational technologies and strategies for implementation
- Understanding of accessible education and Universal Design for Learning
- Demonstrated excellence in teaching and facilitation in an adult education environment is preferred
- Awareness and understanding of college programs, systems and support services.
- Excellent research and writing skills

OTHER COMMENTS

AC mission, vision, and value statements express the importance of providing a dynamic and supportive learning environment that promotes student success. A vibrant learning organization requires a staff that is able and prepared to embrace and meet the challenges related to achieving AC's strategic goals and objectives. The department will support the college and staff in the pursuit and achievement of these aims.

A significant amount of this work is done in a face-to-face environment. Choosing appropriate learning technologies, instructional design decisions, appropriate evaluation schemes and research methodologies is within the scope of activities for this position.

The incumbent is expected to be a collaborative member of a team.

The incumbent is expected to provide on-going progress reports, on all projects and activities to the Director

Specific direction will be received through regular interaction with Director, individual and team meetings

Referral to the Director is required in all matters that have staffing, budget, political or policy sensitivity, and all matters that have implications beyond the approved objectives

Employee's Signature

Date

Supervisor's Signature

Date