

Employment Opportunity Curriculum Writer

Literacy Nova Scotia (LNS) in Truro is seeking an experienced **curriculum writer** for the content of an online module specific to teaching English as an Additional Language (EAL) as part of the Nova Scotia Practitioner Training and Certification Program (PT). The PT currently offers nine modules (8 offered online over 4 weeks). The goal of the module will be to provide training for adult literacy practitioners to support EAL students (especially Syrian refugees, and others) who need support in EAL as well as literacy and essential skills. The module will be developed, piloted and available for offering to the public by May, 2017.

The Curriculum Writer (CW) will be contracted to develop the content for a new EAL module which is complementary to the philosophy and style of the existing PT program, drawing on the existing training available for EAL instructors, with input from the Advisory Committee. The CW will work closely with advisory committee members, IT Specialist, PT facilitator, and participants to test the module. The Advisory Committee will consist of expertise from practitioners, LNS, Immigrant Settlement Association of Nova Scotia (ISANS), and the Department of Labour and Advanced Education.

Responsibilities: The Curriculum Writer will

- develop a new module for inclusion in the Nova Scotia Practitioner Training and Certification Program to enhance the current offerings included in the training program and meet the specific needs of practitioners (especially at rural community-based learning programs) serving EAL learners with low literacy skills;
- develop an outline with direct input from the Advisory Committee (AC);
- present a first draft to the AC for review, input and approval;
- complete edits to provide an approved first draft to the IT Specialist for posting on the campus for piloting;
- provide input into evaluation questions;
- receive feedback and recommended changes from AC;
- implement the recommended changes; and
- develop accompanying facilitator training manual and identify related resources.

Qualifications:

- Masters Degree in Adult Learning or equivalent relevant experience and training;
- Excellent organizational and communication skills;
- Excellent editing and writing skills;
- Minimum three years experience in curriculum development;
- Minimum five years experience as a teacher of adult literacy and/or EAL; and
- Prior experience in facilitating the training of adult educators.

The ideal candidate will have:

- a proven understanding of recent theories of adult learning and facilitation, and

current trends and issues of adult literacy and English as an Additional Language;

- knowledge of the current Adult Learning Program curriculum and other related topics including adult basic education, outcomes-based curriculum, intake assessment, authentic and relevant learner assessments, program assessment and evaluations, community-based literacy, and the Nova Scotia School for Adult Learning;
- knowledge of Canadian Language Benchmarks and a familiarity with the ESL for ALL literacy document;
- an understanding of the needs of adult practitioners, both salaried and volunteer, and strategies to respond to the needs; and
- Cultural knowledge and sensitivity to the needs of immigrants and refugees.

This is a contract for 35 days with an immediate start date and end date of no later than May 31, 2017.

Submission details:

- A resume;
- Provide detailed description of relevant experience and training as pertaining to this position;
- A sample of written work; and
- 3 current references which may be contacted.

When preparing your submission, please merge all documents into one. Submit one copy (in doc. or .pdf) by email by 9 a.m. on Feb. 6, 2017 to the Program Coordinator at marie.david@nsc.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.