POSITION DESCRIPTION #00032956

BUSINESS TITLE:	Educational Developer
EMPLOYMENT GROUP:	Management&Professional (AAPS)
JOB FAMILY:	Educational Programming
JOB CODE:	181705 - Educ. Programming, Level C
VP/FACULTY:	Fac.of Pharmaceutical Sciences
DEPARTMENT:	Fac.of Pharmaceutical Sciences
PAY GRADE:	9
SALARY LEVEL:	C

JOB SUMMARY

The Faculty of Pharmaceutical Sciences adopted the new AFPC Educational Outcomes in 2011 for its Entry-to-Practice (E2P) B.Sc.(Pharm.) degree program. Consequently, all undergraduate pharmacy courses in our current curriculum are designed to achieve explicit learning outcomes. As part of its on-going continuous quality improvement (CQI) program, the Faculty is seeking an individual to fill a short-term position (12 months) to assist faculty members, the Program Advisory Committee and the Office of Educational Support and Development (OESD) to:
- ensure that essential core concepts/content/skills are part of the Entry-to-Practice program;
- determine how, when and where our stated learning outcomes are being assessed and serve as a liaison to the Faculty's assessment process to assure CQI occurs;
- assist in implementing the Faculty's Academic Strategic plan; and
- identify future curriculum and faculty development needs.

This key position will include responsibility for the day-to-day operation and coordination of the Faculty's undergraduate quality improvement activities related to curriculum management. The Curriculum Project Coordinator will be required to work independently with limited direct supervision and contribute to critical decision making relating to on-going evaluation and the implementation of the Faculty's outcomes-based curriculum. This will include data gathering, data management, data analyses and report preparation.

ORGANIZATIONAL STATUS

This individual will report directly to the Director of the Office of Educational Support and Development and the Associate Dean, Academic; will be required to interact with faculty members; and to work cooperatively with faculty members, program coordinators, directors and management/administrative personnel in the Office of the Dean.

WORK PERFORMED

The Curriculum Project Coordinator will play a lead role in accomplishing the following outcomes:

4.1 PROGRAM EVALUATION & ASSESSMENT OF LEARNING
- Map and analyze the current E2P curriculum against criteria including the Association of Faculties of Pharmacy of Canada (AFPC) educational outcomes, the "Blueprint for Pharmacy" and the Faculty's "Graduate of 2020" competencies to ensure that essential core concepts/content/skills are part of the program.
- Develop a system to identify gaps and redundancies in the curriculum and manage/regularly update the curriculum map.
- Establish mechanisms that ensure consultation with the Faculty's major stakeholders (students, faculty members, graduates, pharmacy practitioners, employers, professional bodies) on the E2P program's success in teaching the stated curricular outcomes, how well our graduates are prepared for practice and other matters related to the curriculum.
- Develop a plan to increase horizontal and vertical integration of content, skills and learning activities across all years of the curriculum, in liaison with the Program Coordinators and Director, E2P Program.
- Implement refinements in the current curriculum as warranted (for example, modifications related to an entry-to-practice Pharm. D. degree, enhanced medication therapy management and/or patient safety competencies), in liaison with the Program Advisory Committee.
- Coordinate the process of ongoing program evaluation and assessment of learning projects, in liaison with OESD Director and Assessment Manager.

4.2 COMMUNICATION
- Establish a functional system of communication regarding course content, teaching methodology, and desired outcomes.
- Moderate the Faculty's Educators listserv.
- Prepare monthly/annual reports for the Faculty Advisory Council, Dean's Report, University Reports (e.g., Faculty Accomplishments, etc.) and as needed.
- Develop content for and regularly update the OESD microsite.
- Prepare monthly/quarterly submissions for the Faculty's internal and external newsletters.
- Provide annual updates to the Faculty & Staff Manual.
- Collaborate with the SOTL Working Group and the Office of Communications and Marketing to develop a strategy to raise awareness of and promote the educational research that takes place within the Faculty.

4.3 FACULTY DEVELOPMENT
- Perform assessments to identify professional development needs and resources for faculty members related to curriculum develop/management, instruction and assessment of learning.
- Identify, facilitate and implement innovative instructional and assessment strategies that can be used with large cohorts.
- Plan and organize workshops for faculty, preceptor and student development.

4.4 ACCREDITATION
- Support curricular accreditation activities by determining if the content required by accreditation standards are in the curriculum and adequately addressed.
- In collaboration with Accreditation Committee, plan and prepare periodic accreditation related material (e.g., interim report, self-study material, etc.).
- Plan and organize periodic accreditation site visits.

4.5 PROGRAMS & EVENTS
- Plan and coordinate the Faculty's Annual Curriculum Retreat in consultation with the Educators Committee Chair.
- Plan and coordinate the Faculty's Celebrate Learning Week events. Consult with the OESD Director and organize national/international speakers.
- Plan, organize and evaluate the Graduate Teaching Assistant Training Program. Develop orientation materials and resources. Liaise with the Office of Research & Graduate Studies regarding GTA assignments, etc. Track expenses and reconcile budgets for annual reporting. Prepare progress and annual reports for the University's Provost's Office.

4.6 COMMITTEES
- Support and attend the Educators Committee, Program Advisory Committee and the Assessment Working Group meetings. Consult with the Chair(s) and prepare agendas and issue overviews.
- Participate in the Office of Educational Support & Development weekly meetings and follow through on actions as required.
- Support and attend any other Committees and Working Groups as required.

CONSEQUENCE OF ERROR

Errors in judgment or decision-making could have a severe impact on the Faculty's E2P program, its students, and the offices of the Associate Dean, Academic. Errors in judgment will have a significant impact on the reputation of the Faculty and the University not only regionally but also nationally and internationally.

SUPERVISION RECEIVED