Course Instructor Opportunity: Equity, Diversity, Inclusion, and Anti-Oppression

Open Learning and Educational Support (OpenEd) is recruiting a course instructor to deliver a new course, Equity, Diversity, Inclusion, and Anti-Oppression in our School Business Operations certificate programs.

The course is an elective in the Certificate in Disability Management, the Certificate in Human Resources Management for School Board Administration, and the Diploma in School Board Administration. The course prepares learners to build and sustain workplaces that embrace equity, diversity, inclusion, and anti-oppression—focusing on anti-racism—to support a skilled, dynamic, and diverse workforce.

Course Format

Equity, Diversity, Inclusion, and Anti-Oppression is an online synchronous course. Synchronous course instructors at the University of Guelph are supported by staff with expertise in adult continuing education, led by a program manager who assists instructors in developing the course content and assessments based on the course description, learning outcomes, and topic areas provided.

The school business operations courses are non-degree credit courses. Courses are delivered using CourseLink (the University of Guelph’s learning management system) and Zoom video conferencing. You can expect the course to be delivered one day per week, during daytime business hours, for four weeks followed by a two-hour online final exam during the fifth week. The course is typically offered once per year and involves 30 contact hours with students.

Course Instructor Responsibilities

Course Planning

- Participate in planning meetings to establish project timelines and design considerations (learner profile, course outcomes, course topics, instructional materials, activities, and assessments)
- Write course content within an established framework (units, lessons, readings, activities, assessments)
- Select learning resources and develop student resources as required
- Develop learning activities to reinforce key skills and allow students to apply new knowledge practically
- Review course outline and set daily agendas
- Participate in a quality review and revision process

Course Facilitation
• Actively facilitate the course through live synchronous sessions using Zoom and asynchronous interactions using CourseLink (e.g., answering student questions, leading discussions, posting reminder announcements)
• Support student success by communicating with students on their progress and providing meaningful written feedback on assignments

Qualifications
You have:

• A university degree from an accredited institution with expertise in the subject.
• Experience working in or demonstrating knowledge of the Ontario school board environment, and you understand the Ontario Ministry of Education's guidelines, strategies and actions as it relates to equity, diversity, inclusion, and anti-oppression and anti-racism.
• At least three years’ experience in your field of expertise. You are knowledgeable of current resources and research in equity, diversity, and anti-oppression, and can engage students in the central concepts supporting social justice and positive change.
• Exceptional written communication skills. You can communicate effectively with students and are competent at using communication tools such as email and Zoom. You have the ability and desire to learn the software required to successfully develop an online course.
• Experience with a learning management system (an asset)
• Teaching experience in an online environment. You show a dedication to teaching and learning, understand adult learning principles, and you are committed to delivering courses online.
• A commitment to meet timelines. You can balance the competing priorities for your time and ensure they do not interfere with delivering the course.
• Access to the internet and computer technology to participate in the course, including access to audio and video equipment and software. You have the equipment to participate and complete the work required to develop an online course.

To apply
If you are interested in this position, please respond by November 4, 2022, with a resume/CV outlining your education and experience, and a cover letter indicating how you meet the stated qualifications and why you want to be part of this continuing education online program to:

Open Learning and Educational Support
University of Guelph
Oeplc@uoguelph.ca
Instructor Fee: $5,500 CA, exclusive of HST

The University of Guelph is a public university in Ontario, Canada. Open Learning and Educational Support (OpenEd) provides many continuing education opportunities, including certificates and a diploma related to business operations and administration, offered in partnership with the Ontario Association of School Business Officials (OASBO).

Continuing Education at OpenEd

Continuing Education at OpenEd provides innovative, high-quality professional development programs that reflect the unique teaching expertise and research strengths of the University of Guelph. We offer over 100 courses delivered to students in 26 countries, creating a network of learners who bring a rich, diverse cultural experience to our courses and programs.