Course Instructor Opportunity: Employee Support and Attendance Management

Open Learning and Educational Support (OpenEd) is recruiting an instructor to deliver a course, Employee Support and Attendance Management in our School Business Operations certificate programs. This course will be scheduled in the Winter 2023 semester.

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 respond to complex absenteeism issues in the workplace and develop useful employee support and attendance management policies that protect employee privacy and uphold human rights.

Course Format

Employee Support and Attendance Management is an online synchronous course. Synchronous course instructors at the University of Guelph are supported by staff with expertise in adult continuing education and 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
- At least three years’ working experience in your field of expertise
- Experience working in or demonstrating knowledge of the Ontario school board environment
- Thorough knowledge of the legal principles and requirements relating to employee attendance management as well as best practices for developing employee supports, responding to complex absenteeism issues, and providing accommodations
- 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 October 24, 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:
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)**.

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**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.