

# Educational Developer (Accessibility)

MacPherson Institute, McMaster University (March 4, 2022)

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| Job Type          | Continuing                 |
| Employee Group    | Unifor Unit 1, Staff       |
| Department        | MacPherson Institute       |
| Salary Grade/Band | Grade 10                   |
| Salary Range      | \$28.74 - \$45.86 (hourly) |
| Hours per Week    | 35                         |

## Posting Details

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| Schedule        | Monday - Friday, 8:30 am - 4:30 pm.            |
| Education Level | Master's degree in Education or related field. |
| Career Level    | Requires 3 years of relevant experience.       |

## Job Description

### Unit/Project Description:

The mission of the MacPherson Institute is to collaborate to explore, enhance, support, and recognize teaching and learning experiences at McMaster. Specifically, the Institute partners with, supports, and connects diverse groups of educators by: 1) creating and delivering professional development that engages educators throughout their careers in teaching and learning in order to enhance the student learning experience; 2) facilitating curriculum development and revision that fosters continuous enhancement and engagement in learning; 3) supporting, conducting and recognizing teaching and learning scholarship that has the capacity to develop, inform, and enhance educational initiatives and student learning; and 4) encouraging and elevating the pedagogical use of educational technologies and creative solutions to enhance teaching and learning.

This Educational Developer position will report to the Lead Educational Developer – Digital Pedagogies. While the responsibilities and key functions of the role are outlined in detail in this job description, this position will have a specific focus on accessibility in digital and face-to-face environments, guiding and supporting instructors and administrators in the application of principles of Universal Design for Learning and Universal Instructional Design, consulting on the implementation of AODA standards related to teaching and learning in the post-secondary environment, and evaluating, developing, coordinating, and enhancing the University's capacities for accessible teaching and learning. This includes, but is not limited to, developing and delivering pedagogical programming at the individual, course, and program levels, contributing to the Partnered in Teaching and Learning Strategy, and working in partnership with other campus units including the Faculties, Equity and Inclusion Office, and Student Accessibility Services.

The MacPherson Institute is committed to core values of collaboration, respecting and valuing diverse perspectives and approaches, trust and transparency, scholarly and creative exploration, caring relationships and a commitment to equity. The MacPherson Institute seeks to attract academically and culturally diverse staff, including those belonging or connected to equity-seeking communities and scholarship, and welcomes applications from qualified applicants that contribute to the values of equity, diversity, inclusion, and accessibility in teaching and learning.

### Job Summary:

Responsible for supporting teaching & learning programs. Responsible for designing, developing, supporting and delivering campus-wide educational development activities. Promotes a scholarly approach to enhance teaching and learning initiatives within the University for staff, students, and faculty.

## Purpose and Key Functions:

- Identify, build, cultivate and maintain relationships with campus partners and with various stakeholders across the University and the greater community.
- Work with and advise faculty regarding the development, coordination and enhancement of academic course and program design and development projects that meet the academic learning goals.
- Stay current with institutional and provincial policies, frameworks, and standards related to university teaching, curriculum, and quality assurance.
- Provide program and policy information to others and advise on matters related to implementation, process, timelines and deadlines.
- Work with department chairs, associate chairs, and faculty to identify teaching support needs and gain cooperation to develop and implement action plans on teaching related matters.
- Develop curriculum and establish guidelines or plans for consultations, workshops, training sessions, retreats, institutes, courses, and other elements within the teaching and learning program areas.
- Facilitate and instruct faculty, staff, and students, through consultations, workshops, training sessions, courses, retreats, institutes, and teaching and learning programs on effective teaching strategies, academic course and program design, research, and other teaching related matters.
- Develop, deliver, and evaluate training programs designed to assist faculty, staff, and students in developing teaching skills and designing (or redesigning) academic courses and programs.
- Provide advice and recommendations to faculty, staff, and students regarding best practices in teaching and learning, teaching dossiers, modes of delivery, academic course and program design, accessibility, learning technologies, learning portfolios, and other teaching practices and innovations.
- Conduct in-depth interviews and focus groups with faculty, staff, or students to collect, gather, and summarize findings used to assist in identifying areas in academic courses and programs that require modifications.
- Facilitate curriculum mapping for new program development and for existing academic programs
- Organize and facilitate retreats and meetings for other units, departments or schools.
- Review existing academic course and program designs, provide faculty with evidence-based recommendations for enhancement.
- Develop relevant and quality resource information for the website and social networks.
- Write and deliver instructional and training materials, as well as other pertinent information for students, faculty and community partners for presentation in print and on-line formats.
- Develop a variety of documents including, but not limited to, guidebooks and rubrics.
- Engage and advise faculty, staff, and students in research involving teaching and learning models.
- Complete research ethics board applications and other related proposals for review by senior staff.
- Conduct primary and secondary research for new program and project concepts to determine potential fit, and viability.
- Research best practices in service delivery and resources available by conducting regular scans of literature, attending conferences, and reviewing other institutional websites.
- Contribute to educational research projects using qualitative and quantitative methodologies.
- Author educational and research-based abstracts, proposals, journal articles, chapters.
- Review, edit, and revise peer-reviewed journal articles and papers.
- Present research and teaching ideas at local, provincial, and national conferences.
- Plan and coordinate a variety of events and activities.
- Schedule staff and volunteers during conferences and events, and specify tasks and objectives.
- Propose, implement, and maintain a teaching event budget and schedule for review and approval.
- Make recommendations on issues related to the overall operation of events and programs.
- Using databases and project management software, record, update, verify and report activities, service provisions, program participation, impact measures, and accomplishments for the purpose of quality assurance and research.
- Obtain further training or certification, as necessary to stay current in the teaching & learning field.

## Supervision:

Provide direction to others in how to carry out work tasks.

## Requirements:

Master's degree in Education or related field.

Requires 3 years of relevant experience.

## Assets:

- Efficient in managing time and projects independently and collaboratively.
- Effective in communicating with a variety of audiences (students, staff, faculty).
- Experience communicating (written, verbal) using Plain Language Principles.
- Experience working as an Educational Developer or similar role within a post-secondary environment.
- An equivalent combination of education and experience may be considered as part of the requirements for this position.

## Additional Information:

When applying, please submit a cover letter and curriculum vitae (CV). In your cover letter, reflect on how your experience is well-suited to support accessible teaching and learning in partnership with multiple stakeholders. We recognize not every individual will have all these skills; you do not need to have all of these skills in order to be considered a strong candidate.

- Strong knowledge of and engagement with Disability Studies/scholarship or experience working in a post-secondary/community setting with students/persons with disabilities.
- Understanding of and experience applying Universal Design for Learning, Universal Instructional Design, disability inclusion, and/or disability justice frameworks in teaching and learning contexts.
- Experience applying requirements of the Accessibility for Ontarians with Disabilities Act, WCAG 2.0AA Guidelines, and/or the Ontario Human Rights code in areas of disability, accommodation, and/or accessibility in educational environments.
- Familiarity with assistive technologies (e.g., screen readers, speech to text, magnification software, read aloud software).
- Proficient skills in digital accessibility best practices and requirements.
- Experience with instructional design and the ability to consult with and advise instructors and administrators on digital pedagogies.
- Ability to contribute to strategic and operational initiatives involving different campus partners.

For more information on the job posting, please contact Lori Goff at [midirect@mcmaster.ca](mailto:midirect@mcmaster.ca)