



Project Coordinator, K-16 “Mind the Gap” Partnership

Length of contract: May 15 2018- April 30 2019

Responsible to: Director, Centre for Excellence in Learning and Teaching

Terms of contract: The successful applicant will receive release from two (3-credit) courses or equivalent over the course of the fellowship. Before submitting an application, applicants must discuss the reduction in teaching and timing with their chair and dean.

Eligibility: Full-time faculty members from any department are eligible to apply

Summary

The project coordinator will coordinate and participate in the Centre for Excellence in Learning and Teaching’s work coordinating professional development activities and partnerships for teachers in the K-12 education system and university faculty members. The goals of this project are to:

- Increase knowledge transfer between secondary school teachers and university faculty members with respect to curricula and pedagogical practices in each sector
- Ease transitions for students between grade 12 and first year, and improve retention into second year.
- Spread awareness and practice of research-based assessment strategies for both secondary teachers and university faculty members, and instructional practices that use these assessment strategies

Responsibilities

- The project coordinator will coordinate up to five Learning Community Meetings between K-12 teachers and faculty members at TRU as well as a larger regional meeting in October 2018 that aims to bring together teachers and faculty members in the interior of BC.
- The coordinator will be responsible for regular communication with members of the team, coordinating meetings, and in collaboration with the support of CELT, marketing and promoting the meetings to the targeted communities.
- Notes and documentation of meetings, workshops and outcomes will be kept in a secure accessible location.

Skills and Qualifications

Required knowledge, skills and experience:

- High personal motivation, self-management, detail-oriented.
- Ability to take responsibility in meeting deadlines and making progress without direct supervision.
- Strong speaking, writing, and communications skills.

- Capacity and willingness to learn quickly.
- Flexibility in responding to challenges as they arise.
- Motivation to engage in and manage a range of intellectual and light physical work, including meeting preparation, information collection, and analysis.
- Strong computer skills with Microsoft Office programs, online research, electronic communications, WordPress, and social media.

Preferred additional knowledge, skills, experience

- Knowledge and experience in teacher education or faculty development.
- Working relationships with teachers in SD73 and at TRU

Application Guidelines

Application should be submitted in a single PDF file by May 1 2018 to celt@tru.ca

Contents of the Application

- A statement of interest outlining the applicant's experience and interest in the position (2 pages maximum).
- A short CV (5 pages maximum) that includes the name, contact information, position and department/school of the applicant.
- A signed statement of support from the Dean of their faculty or school confirming they support the application and the release time of the applicant

Questions?

Contact Dr. Catharine Dishke Hondzel, Centre for Excellence in Learning and Teaching at cdishke@tru.ca