



*A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.*

## **Faculty Teaching Coordinator**

Full-time, Permanent

### **POSITION SUMMARY**

The Faculty Teaching Coordinator offers support to improve teaching at the University. The coordinator works with multiple departments and committees, particularly the Faculty of Education and the Teaching Committee, to address immediate and long-term needs of the teaching faculty. With a focus on improving curriculum, teaching pedagogy, assessment, and delivery in face-to-face, hybrid and online classroom experiences, this position is the number one resource faculty members can turn to when they need assistance or resources. Part time employment may be considered for exceptionally qualified candidates.

### **KEY RESPONSIBILITIES**

- Resource faculty and departments to improve curriculum and lesson development:
  - Develop goals and outcomes for courses
  - Develop learning objectives and flow of lessons
- Mentor faculty members in the design and delivery of appropriate assessment methods
  - Survey and critique assessment tools and methods
  - Advise on how to appropriately assess outcomes and objectives
  - Provide advice on creating and managing assessment in a face-to-face, hybrid or online classroom
- Coach and Support faculty members in developing active, engaging learning strategies in the classroom
- Provide support, resources, and training for online teaching
  - Use of technology in the classroom
  - Classroom management in a face-to-face, hybrid, or online classroom
  - Development of pedagogy for online teaching
  - Assessment in an online environment
  - Provide faculty with support to implement good practices in Moodle
- General Responsibilities
  - Develop and organize materials for new faculty orientation
  - Create forums for faculty to discuss teaching
  - Facilitate discussions about learning between different departments
  - Provide administrative support to the Teaching Committee
  - Organize mini conferences on teaching and learning
  - Be a go-to person for faculty when teaching or classroom management issues arise
  - Connect and cooperate with other teaching and learning centres in the area/province
  - Coordinate with the Faculty of Education to better utilize resources for faculty development

## QUALIFICATIONS

- Commitment to Christian post-secondary education required
- M.Ed. or B.Ed. with equivalent experience
- Significant classroom teaching experience, preferably 10 years.
- Experience developing and assessing curriculum and assessment in the classroom
- Experience as an instructional coach is ideal
- Moodle (or comparable system) instructional design and administrative training

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A condition of employment is assent to the University's Christian Statement of Faith found at:  
<https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Forward resumes to:

### Human Resources

The King's University  
9125-50 Street, Edmonton, Alberta  
T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*