



Director – Program Development

Location: To be determined

Job Opening ID: 10365

Permanent, full-time

Commencing: As soon as possible

Deadline to Apply: June 7, 2019

PUBLIC POSTING

College of the North Atlantic (CNA) is Newfoundland and Labrador's public college. It is one of the largest post-secondary educational and skills training centres in Atlantic Canada.

College of the North Atlantic delivers its programs through a network of 17 campuses distributed across the province with additional online/blended program offerings. CNA is also active internationally, with development projects and education partnerships presently operating in the Middle East, Vietnam, China and the Caribbean. The College works with a wide range of stakeholders including other post-secondary institutions, industry associations, community organizations, and economic development groups, as well as provincial and federal government departments and agencies.

DUTIES: This is a senior management position reporting to the Vice President of Academic Programs and Delivery, and is accountable for the provision of educational leadership, academic excellence and quality assurance pertaining to the development and review of courses, programs, and instructional methods and techniques. The Director, working closely with Deans, Associate Deans and Program Developers, will provide strategic direction and oversight in the development and documentation of best practices and processes to guide and support new program development, program reviews and course level reviews. The Director will ensure all academic programs and courses are designed and maintained in accordance with CNA's program development policies and procedures and this includes working collaboratively with Deans, Associate Deans and Program Developers to evaluate and improve upon programs and courses in a quality assurance/quality control context. The Director will provide leadership and support to Schools in innovative curriculum design and assessments tied directly to effective and diverse instructional delivery methodologies. The Director will provide leadership to faculty development programs and support Schools in identification or development of professional development activities for faculty. Supporting the College's Connected Learning Network activities will also be a key role for the Director. The Director will be responsible for continuous review and updating of academic policies, procedures and regulations under the direction of the Vice-President Academic Programs and Delivery.

QUALIFICATIONS: The successful candidate must: have a proven record of consistently delivering on program delivery and development priorities in a College environment; be an educator with extensive instructional (teaching) delivery experience; a learning-centered professional who understands the educational needs and instructional requirements of adult students in a College environment; a team

player who can demonstrate leadership skills, motivational skills, instructional innovation and the ability to work collaboratively with faculty and administration; a continuous learner who understand instructional techniques, student learning, educational innovation, flexible delivery models as well as technology delivered and supported instruction.

The successful candidate will hold the following credentials and possess the following skills: master's degree in education (or equivalent) in a field related to program development, delivery and/or evaluation; demonstrated exemplary verbal and written communication skills; a high level of accuracy and attention to detail in all manners and methods of communication; excellent facilitation skills and refined proposal and report writing abilities.

The successful candidate's work experience background must include: program development and delivery work experience; a proven ability to set and achieve academic priorities and deliver results within established deadlines; a minimum of ten years professional work experience in a College environment. Travel with use of personal vehicle will be a requirement of this position.

SALARY: HL29 - \$85,286.00 - \$110,871.00 per annum (*classification under review*)

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on line complete with resume at www.cna.nl.ca/careers. Verification of credentials and the names and contact information for three professional references, including a current supervisor, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sarah Gaudon, Human Resources Consultant at sarah.gaudon@cna.nl.ca or by phone at (709) 643-7840.