



Ontario Catholic School
Trustees' Association



Call for Writers, Editors/Reviewers, Catholic Content Specialists, and Technological Support Specialists for Secondary Online Credit Courses

NOTE: This is the fifth in a series of calls for Catholic writers and editors/reviewers needed to integrate Catholic context and content into existing online courses. Needed as well are Catholic content specialists and technical support specialists.

The currently available online courses will be updated to include both Catholic context and content. Upon completion, these credit courses will be offered to all Catholic district school boards through the provincial virtual learning environment (VLE).

Course writers and editors/reviewers are expected to have experience:

- integrating Catholic content and context into their courses
- teaching in the subject area for which they are applying
- using the provincial virtual learning environment (VLE)

Phase 5 Credit Courses (12 courses): February 10 to June 2, 2023
DCO30: Grade 11, Open, Creating Opportunities Through Co-op
GLC20: Grade 10, Open, Career Studies
GWL30: Grade 11, Open, Designing Your Future
HSB4U: Grade 12, University Preparation, Challenge and Change in Society
HSP3C: Grade 11, College Preparation, Introduction to Anthropology, Psychology, and Sociology
HSP3U: Grade 11, University Preparation, Introduction to Anthropology, Psychology, and Sociology
MCR3U: Grade 11, University Preparation, Functions and Relations
MDM4U: Grade 12, University Preparation, Mathematics of Data Management
MEL3E: Grade 11, Workplace Preparation, Mathematics for Work and Everyday Life
SBI3C: Grade 11, College Preparation, Biology
SBI3U: Grade 11, University Preparation, Biology
SBI4U: Grade 12, University Preparation, Biology

Available Opportunities for Phase 5: February 10 to June 2, 2023

1. **Writer (1 per course)** who will:

- using the existing course, work collaboratively to integrate Catholic context and content into the entire course (e.g., units, activities, assessments, and evaluations)
- base all newly created course material on the appropriate course curriculum documents and *Illumined by Faith – Writing Online Curriculum for Catholic Schools*
- create any images, videos, interactive components, and transcripts as needed for the course
- ensure the content/context is correctly loaded into the VLE and all links and elements (e.g., dropboxes, discussion threads, quizzes) are working correctly
- ensure the course is ready for use (e.g., dates are removed, viewing restrictions are correct)
- make and submit revisions as required, based on input from reviewers and other staff, by the following quarterly dates:
 - First quarter of the course – Wednesday, March 8, 2023
 - Second quarter of the course – Wednesday, April 5, 2023
 - Third quarter of the course – Wednesday, April 26, 2023
 - Fourth quarter of the course – Wednesday, May 24, 2023
- log and submit all changes made to the course for the reviewer on or by the quarterly dates
- obtain and track copyright for the course and submit copyright documentation at the end of the process
- ensure compliance with Accessibility for Ontarians with Disabilities (AODA)
- log all changes made to the course for the reviewer
- attend and participate in team meetings, as required
- Remuneration: \$7,500 per course
- **Apply at:** <https://www.surveymonkey.com/r/CVOPhase5Writers>

2. **Editor/Reviewer (4 positions)** who will review the content/context for a three-course bundle and:

- support the work of the course writer (and other team members) throughout the course writing process
- review, within two working days of receipt and according to established timelines, all course materials submitted by the writers of their courses
- ensure all content, including but not limited to, links, videos, interactives, dropboxes, discussion threads, and transcripts, are visible and working as intended for both teachers and students
- provide direction, feedback, and input into the pedagogy and theology of the teaching and assessment strategies
- receive feedback from all other members of the writing team, synthesize the feedback, and communicate that feedback to the writer

- ensure that the writer completes revisions as required based on feedback received
- ensure that the course created is cohesive, unified, and grammatically correct (e.g., similar writing voice, similar types of images, similar language)
- attend and participate in team meetings, as required
- Remuneration: \$5,625 per three-course bundle (\$1,875 per course)
 - Bundle A – DCO3O, GLC2O, GWL3O
 - Bundle B – HSB4U, HSP3C, HSP3U
 - Bundle C – MCR3U, MDM4U, MEL3E
 - Bundle D – SBI3C, SBI3U, SBI4U
- **Apply at:** <https://www.surveymonkey.com/r/CVOPhase5Reviewers>

3. Catholic Content Specialist (4 positions) who will review the Catholic content/context for the three-course bundle listed above and:

- support the work of course writers and editors/reviewers throughout the course writing process with respect to the embedded Catholic context and content
- suggest opportunities for the integration of Catholic social teachings, Scriptural passages, and Church teachings
- collaborate regularly with the course writers and editors/reviewers with regards to Catholic content and Catholic context
- support the work of the course writers in providing intentional consideration for equity, diversity and inclusion
- attend and participate in team meetings, as required
- Remuneration: \$5,625 per three-course bundle (\$1,875 per course)
- **Apply at:** <https://www.surveymonkey.com/r/CVOPhase5CCSpecialists>

4. Technical Support Specialist (4 positions) who will provide technological support throughout the course development process and:

- provide virtual training sessions to support writing teams (e.g., creating interactive content, images, and videos)
- provide ongoing technical support to writers/reviewers/Catholic content specialists
- assist in troubleshooting during the course creation process
- prepare courses for export to the CMU
- manage course enrolments in the VLE
- manage user roles in the VLE
- manage quarterly submission of course material from writers and reviewers
- provide technical support for PRISM
- liaise and work with various Catholic partners (e.g., ICE, CCC/EOCCC)
- liaise and work with various stakeholders as needed (e.g., TVO, OeLC, and TeLO)
- Remuneration: \$5,625 per three-course bundle (\$1,875 per course)
- **Apply at:** <https://www.surveymonkey.com/r/CVOPhase5TechSupport>

Successful candidates will be required to:

- Participate in mandatory online training sessions on Saturday, February 11 and the afternoon of Sunday, February 12, 2023.
- Have experience using the provincial virtual learning environment (VLE).

If you are a qualified teacher in a Catholic district school board who is a member in good standing with the Ontario College of Teachers, please complete the respective form(s) using the links provided above.

Deadline for applications: Noon on Wednesday, January 25, 2023

We thank all applicants for their interest in this project; however, only successful applicants will be contacted on or by Thursday, February 2, 2023.