



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 eighth in a series of calls for Catholic writers and editors/reviewers needed to integrate Catholic context and content in online courses. Needed as well are Catholic content specialists and technical support specialists.

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

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)

**Available Opportunities for Phase 8: January 11 – June 10, 2024
(Pending Funding)
Training on January 12 – 13, 2024**

Courses
BDV4C: Grade 12, College Preparation, Entrepreneurship: Venture Planning in an Electronic Age
BTA3O: Grade 11, Open, Information and Communication Technology: The Digital Environment
BTX4E: Grade 12, Workplace Preparation, Information and Communication Technology in the Workplace
CLN4C: Grade 12, College Preparation, Legal Studies
GLD2O: Grade 10, Open, Discovering the Workplace
GLN4O: Grade 12, Open, Navigating the Workplace
GLS4O: Grade 12, Open, Advanced Learning Strategies: Skills for Success After Secondary School
HIP4O: Grade 12, Open, Personal Life Management
HSC4M: Grade 12, University/College Preparation, World Cultures
ICS3U: Grade 11, University Preparation, Introduction to Computer Science
ICS4U: Grade 12, University Preparation, Computer Science
MEL4E: Grade 12, Workplace Preparation, Mathematics for Work and Everyday Life

1. **Writer (up to 12 positions – 1 per course)** who will:
 - work collaboratively to integrate Catholic context and content into the entire course for which you are applying (e.g., units, activities, assessments, and evaluations)
 - examine any course materials provided and make recommendations related to components to be enhanced
 - 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
 - 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 dates:
 - Pre-work deadline – Wednesday, January 31, 2024
 - First quarter of the course – Wednesday, February 28, 2024
 - Second quarter of the course – Wednesday, March 27, 2024
 - Third quarter of the course – Wednesday, April 24, 2024
 - Fourth quarter of the course – Wednesday, May 22, 2024
 - log and submit all changes made to the course for the reviewer on/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: \$500 for pre-work associated with the course development process + \$7,500 per course for work associated with course development = \$8,000 per course
 - **Apply at:** <https://www.surveymonkey.com/r/CVOPhase8Writers>

2. **Editor/Reviewer (up to 12 positions – 1 per course)** who will review the content/context for a course and:
 - support the work of the course writer (and other team members) throughout the material examination / selection and course writing process
 - review, within two working days of receipt and according to established timelines, all course materials submitted by the writer of their course
 - 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 with one or more groups, as required
 - Remuneration: \$125 for pre-work associated with the course development process + \$1,875 for work associated with course development of one course = \$2,000 per course
 - Editors / reviewers may be selected to work with one or more writing teams.
 - **Apply at:** <https://www.surveymonkey.com/r/CVOPhase8Reviewers>

3. Catholic Content Specialist (up to 12 positions – 1 per course) who will review the Catholic content/context for a course 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: \$125 for pre-work associated with the course development process + \$1,875 for work associated with course development = \$2,000 per course
- Catholic content specialists may be selected to work with one or more writing teams.
- **Apply at:** <https://www.surveymonkey.com/r/CVOPhase8CCSpecialists>

4. Technical Support Specialist (up to 12 positions – 1 per course) who will provide technological support throughout the course development process and:

- transfer new or existing course content into the CVO template
- 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 Catholic boards
- manage course enrolments in the VLE
- manage user roles in the VLE
- manage quarterly submission of course material from writers and reviewers
- 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: \$1,000 for pre-work (course development and template transfer) + \$1,875 for work associated with course development of each course = \$2,875 per course
- Technical support specialists may be selected to work with one or more writing teams.
- **Apply at:** <https://www.surveymonkey.com/r/CVOPhase8TechSupport>

Successful candidates will be required to:

- Participate in **mandatory** online training sessions on the evening of Friday, January 12 and during the day on Saturday, January 13, 2024.
- 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 Friday, November 17, 2023

We thank all applicants for their interest in this project; however, only successful applicants will be contacted on or by Monday, December 4, 2023.