



NSIOL COURSE MENTOR: CO-OPERATIVE EDUCATION PRE-PLACEMENT MODULE

Expression of Interest

August 2024

Nova Scotia Distributed Learning
Education and Early Childhood Development (EECD)

Background

The Department of Education and Early Childhood Development (EECD) is leading the transformation of the early years and public education system in Nova Scotia. We are doing this by designing an innovative curriculum, facilitating excellence in teaching and learning, ensuring an inclusive education experience, and working closely with our partners in education. This will provide children, students, and families with a strong foundation for success. As part of its mandate, EECD is responsible for Distributed Learning, which includes the delivery of online learning opportunities.

Self-paced online courses are being developed for and offered within the Nova Scotia Independent Online Learning (NSIOL) program. The Distributed Learning team requires the services of a Course Mentor in supporting students enrolled in the Nova Scotia Independent Online Learning (NSIOL) program by providing descriptive feedback and grades on assessments and offering subject-specific academic guidance and support to NSIOL students as needed.

Mentor positions for NSIOL Co-operative Education Pre-Placement Module will be available beginning in the Winter of 2024-25. Initial selection and onboarding of Mentors for this course will begin in Fall/Winter 2024-25, however ongoing Expressions of Interest for Mentoring the Co-operative Education Pre-Placement Module are welcome and will be considered for future openings.

The NSIOL Co-operative Education Pre-placement Module is not a full course, but an approximately 25-hour pre-placement module designed to support students preparing for summer Co-operative Education placements.

Overview

Course Mentors will:

- Support students enrolled in the Nova Scotia Independent Online Learning (NSIOL) program by providing timely descriptive feedback and grades on assessments submitted.
- Schedule and provide subject-specific academic guidance and support to NSIOL students in synchronous online sessions as indicated for each course, generally outside of regular school hours.
- Communicate with students via email and course chat features as needed to clarify expectations around assignments.
- Track and record student progress using the course Learning Management System.
- Work with the Distributed Learning Team, Career Pathways Staff, School Contacts, and families/guardians as needed to communicate each student's course progress.

Assignment Details

NSIOL Course Mentor Responsibilities

Following Distributed Learning guidance, Assessment and Inclusion policies, and eLearning pedagogy for independent learners in each subject, and using provided course materials, the Mentor will:

- Develop a professional mentoring relationship with students in their NSIOL course as a subject matter expert and educator, supporting students in their independent study without actively teaching the course content and skills.
- Maintain confidentiality of information about the NSIOL students, staff, and program obtained through their work as an NSIOL course Mentor.
- Provide timely, intentional, and purposeful feedback, assistance, and grades for all assignments and assessments in accordance with the Nova Scotia Department of Education and Early Childhood Development Assessment Policy and established course rubrics. Regularly review the results of formative (auto-graded) and summative (Mentor-graded) assessments to assess and support individual student progress.
- Meet synchronously with students on the integrated videoconferencing platform to introduce them to the course, review progress during each unit, provide advice on areas for additional targeted study, and support student planning for course completion timelines.
- Notify the Distributed Learning office of any concerns about student progress or pacing and share this information with School Contacts and students' families as required.
- Respond to student questions by email or in-course chat to clarify assignment requirements.
- Carry out other duties as required.

EECD Responsibilities

- Provide training on use of the NSIOL Learning Management System (LMS)
- Provide standard course content within the LMS.
- Provide guidance on use of synchronous review and advising videoconferencing sessions.
- Provide contact information for students, the individual supporting them with their NSIOL course at school, and family members/guardians where available.
- Negotiate additional compensation for the Mentor to modify course materials to follow students' documented Adaptations as required and for other duties as needed.

Location

- Remote with potential for occasional on-site training at the Department of Education and Early Childhood Development, 2021 Brunswick St, Halifax.

Standards

- All tasks must be performed to the satisfaction of EECD. All deliverables will be reviewed against development standards, established curriculum, current policies and guidelines and other documentation. All work products will be the property of EECD.

Employment Type

- Contract

Compensation Rate

- Mentors will submit a monthly invoice showing units of work completed. Standard units of work per assessment and review/advising session are defined for each course. See *Appendix A – Fee Schedule for the Cooperative Education Pre-Placement Module*.

Duration

- 2-year contract (with option for renewal based on performance and ongoing course enrolment)

Skills & Qualifications

- Bachelor's degree
- Bachelor of Education
- Extensive knowledge of high school Co-operative Education curriculum and programming as well as the Community-Based Learning Policy and its implementation in NS
- Minimum of 5 years of recent successful high school Co-operative Education teaching experience
- Must be familiar with Nova Scotia provincial education policies, such as Inclusive Education and Assessment Policies
- Familiar with Universal Design for Learning (UDL) and project-based learning
- Familiar with using Learning Management Systems (LMS), digital gradebooks, and videoconferencing platforms.
- Outstanding verbal, written, and communication skills, including via email and text-based chat.
- Excellent organizational skills, detailed-oriented and ability to multitask.
- Demonstrated excellence in teaching and education.
- Adaptable, approachable, and experienced in supporting youth who are developing independent study skills.

If you are interested in a current or future NSIOL Co-operative Education Pre-Placement Module Mentoring position, please send your resume and cover letter to Lael Radkey, Coordinator, Distributed Learning (Lael.Radkey@novascotia.ca) with the subject line “NSIOL Mentor Expression of Interest - CEPP”.

These submissions will be reviewed regularly and considered when NSIOL Co-op Pre-Placement positions become available.

The first Mentor position will be available for a Winter 2025 start date.

If you require any additional information, please email Lael Radkey at the address above or Kim Duncan at Kim.Duncan@novascotia.ca for Co-op specific questions.

Thank you for considering this opportunity.

Appendix A – Sample Fee Schedule for the Co-operative Education Pre-Placement Module

NSIOL Mentors will submit monthly invoices to the Distributed Learning office listing the number of units of work completed in that month.

1 unit equates to approximately 30 minutes of expected work and \$15.

1.	Introductory synchronous meeting with student	1 unit per course	\$15
2.	End of section synch. review & advising session	1 unit per session (5)	\$75
3.	Section topic assessment grading & feedback	0.5 units per assignment (21)	\$157.50
4.	Section portfolio grading and feedback	1 units per section (5)	\$75
5.	Final assessment & exit interview session	2 units per course	\$30
Total for completed course:			\$352.50

Additional compensation to be detailed in contract:

1. Initial NSIOL program introduction and platform training (up to 1.5 hours) and initial course review for the first Mentor of a new course.
2. Assessing resubmitted summative assessments or supplemental examinations.
3. Creation of Adapted assignments and materials.
4. Additional duties as negotiated.