Online Course Developer

HSLDA Online Academy is seeking a course developer to design, create, and teach online curriculum for a high school-level course in the following subject: **Chemistry with lab.**

This is a part-time, contract-based position. The Course Developer reports to the Program Manager. The Course Developer will work from home using his or her own computer equipment.

**Timeframe:** Courses will be developed for deployment during the 2018–19 academic year. Curriculum content will need to be finalized by July 2018. A more detailed schedule will be agreed to in the course development contract.

**Required qualifications:**

- *Experience teaching high school students* in the course subject area. Candidates who have taught only at the college level, or who have primarily research experience and no teaching experience, will not be considered.
- An advanced degree in a relevant field. (Note: On a case-by-case basis, candidates with extensive practical teaching and curriculum development experience may be considered without an advanced degree.)
- Experience developing curricula, assignments, and tests, especially for online delivery
- Experience with online learning and online methods of instruction
- Availability to assist in hiring Classroom Teachers for the subject being developed
- Availability to oversee teachers for the developed course during the school year
- *(Preferred)* Ability to teach at least 1 section of 25 students during the school year.
- *(Preferred)* Qualified and available to develop related high school courses in future years, if requested by the Academy. (Contract arrangements for future course development would be made in a separate contract and are not tied to the currently advertised position.)

**Required competencies:**

- Knowledge of the Bible / Christian worldview and agreement with the Academy’s statement of faith
- Familiarity with home education and the needs of homeschooled students
- Strong oral communication skills; the Course Developer will be expected to record lecture content in audio and/or video format
- Strong written communication skills
- Attention to detail and professionalism; completed course content should demonstrate careful, quality work and require minimal text editing and format cleanup
- Ability to meet agreed-upon deadlines for content development

**Technology requirements:**

- Operational knowledge of the internet and web-related technologies
- Ability to quickly learn new technologies used in the course
- High-speed internet access, a personal computer, and a computer microphone and webcam
- *For science, math, and foreign language instructors:* a stylus and tablet to write on a virtual whiteboard
- *(Preferred)* Ability to implement course content online; ability to create professional-looking web content using both a visual web editor and basic HTML
Primary responsibilities:

- The Course Developer will write a course syllabus and overall curriculum plan, per guidelines provided by the Academy. *The syllabus and curriculum plan are subject to approval by Academy stakeholders.*
- The Course Developer will review and select grade-appropriate textbooks and materials for students to use in the course, *subject to approval by Academy stakeholders.*
- The Course Developer will create sample content items (for example, a sample lecture, sample assignment, and sample quiz).
- The Course Developer will present the syllabus, curriculum plan, and sample content items to a review team for feedback. Afterward, the Course Developer will modify the plan as needed.
- The Course Developer will record lectures and write assignments, tests, discussion questions, etc., according to a course development schedule agreed upon with the Academy.
- The Course Developer will (1) implement new content online or (2) provide finished content to the Academy staff for online implementation.
- The Course Developer will review all online content for accuracy and correct functionality.

How to apply:

Qualified applicants may send their resumes to academy@hslda.org.

All applicants should include the following documents:

- **Your résumé or CV**
- **A cover letter,** indicating your availability and explaining how your education and experience make you a good fit for this position and its required competencies; please also briefly describe your faith and how your work as a course developer would reflect your biblical worldview
- **A writing sample,** preferably academic writing, a non-fiction article, or a sample of teaching content or student/parent communication from a course you have taught (no fiction or poetry samples)
- **Your preferred class time(s) to teach 1 section of 25 students**
  - Options are Monday–Thursday, 9:00 a.m.–4:00 p.m. (Eastern).
  - 1x/week for 1.5 hrs. or 2x/week for 45 min.
- **Contact information for three professional references**
- **Testimonials from previous students, if available**
- **Sample written or video lectures from previous courses you have taught/developed, if available**

- Candidates under consideration for this position may also be asked to provide more details about their approach to designing these course. If the Academy would like to see additional information about how you would develop a new course, you will receive emailed instructions for what to provide.