

Online Course Developer

Position Dates: December – May (virtual).

Course developers for the Duke TIP eStudies program design a challenging, high-engagement course for academically gifted middle and high school students using the Canvas LMS and other appropriate instructional technology tools. Course developers create rigorous, conceptually-based, student-centered curriculum for a course of seven and a half weeks, with a minimum of 10 hours of student work completed per week and a maximum of 12, during preterm. Developers can assume classes of 25 students interacting daily.

This curriculum should include high-level Essential Questions; scenarios, simulations, role plays, and case studies; tiered assignments and projects; regular and weekly student interactions with both peers and instructor; and interest- and research-based explorations. Developers design creative prompts and rubrics for projects that lead to meaningful student products and performances as well as Socratic discussion prompts in both synchronous and asynchronous discussion spaces. Developers should design meaningful sequences of learning activities, the majority of which are asynchronous, while also including real-time tasks for two, one-hour live sessions per week, to encourage a community of learners to build skills, refine ideas, and present products and performances. These materials should fit the expectations and standards of the Duke TIP eStudies templates and professional development materials. Development of curriculum should include all materials and resources necessary to teach the course.

Developers should have 6-10 hours per week available throughout the preterm to create these materials.

Most of the curriculum is created before April. The developer remains on staff to advise and update materials as necessary through May while supporting an instructor who begins in March to review curriculum and prepare to teach it.

The Duke TIP main office will provide pedagogical support and regular editorial review. Some courses will require partnership with a content expert who will provide professional and real-world resources from the discipline and field, regular support with content organization, and editorial review of materials.

Candidates should be creative and innovative thinkers with teaching expertise who are committed to engaging high-ability students fully in an online experience. Candidates should have experience working in a collaborative virtual environment and be available to submit work on a weekly basis.

Qualifications

Required

- A master's in education or curriculum and instruction, and/or long-term experience with teaching and curriculum development with Duke TIP or commensurate face-to-face or online programs.
- Five or more years of teaching experience with gifted middle or high school students.
- Depth of knowledge in the teaching of the subject or experience developing effective curriculum for a range of subjects.
- Excellent knowledge of word processing programs, presentation software, and other software applications relevant to online instruction; facility with adjusting to new instructional technology and implementing it; experience with innovative Web 2.0 tools.
- Strong writing skills and excellent collaboration and communication skills.

Preferred

- Narrative design or gamification experience.
- Online teaching experience, including facilitation of live web conferencing sessions, or online instructional design experience.

- Experience with virtual project management and team collaboration.
- Experience with G Suite (Google Apps) for Education.

Specific Duties

Note: this is not a full representation of all position expectations.

- o Identify rigorous and age-appropriate readings, videos, and other resources
- o Design meaningful formative and summative assessments tied to rigorous objectives
- o Create clear, meaningful standards for student products and performances
- o Create a sequence of activities for each week that supports content and skill mastery, while chunking content in digestible bites
- o Develop and integrate interactive and visual resources
- o Integrate community sharing and collaboration spaces
- o Design two interactive live session agendas per week
- o Create collaborative spaces for product sharing and review
- o Edit course materials as directed by Duke TIP staff
- o Develop a parent-facing syllabus
- o Complete other duties as assigned

TIP Instructional Team Membership

- Respond to TIP staff phone or email inquiries and messages within 48 hours
- Follow Duke TIP rules and policies, and support and refer to them in course design
- Participate in ongoing professional development

Compensation

- \$3500 if sole developer
- \$2500 if course developer is partnered with a content expert

For more information, contact Lyn Hawks at lhawks@tip.duke.edu.

To be considered as a candidate: submit an application via the Duke TIP employment system (<https://employment.tip.duke.edu/>) that includes a cover letter, résumé with examples of two examples of innovative online curriculum, and two references, including one from a most recent supervisor.