

**Statement of Work**

***Nova Scotia Self-paced  
Online Study***

***Course Developer Services  
(Bilingual – English/French)***

***Education and Early Childhood Development  
(EECD)***

**Apply now to provide course  
development services.**

## **1.0 Overview**

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 and 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 online delivery of learning opportunities and resources.

A need for additional online learning opportunities for Nova Scotia's students has been identified. There is a requirement for courses developers to join a collaborative team which will lead to the creation of Nova Scotia Self-paced Online Study (NSSOS), as well as expanded course offerings for the Nova Scotia Virtual High School (NSVS).

Course developers will collaborate with others in the creation of learning opportunities and supports for NSSOS and NSVS.

## **2.0 Requirements**

The terms and conditions of the **contract** apply in full to the services and products provided under this Statement of Work (SOW).

### **2.1 Project Scope and Time-Frames**

This work entails the development of new courses, learning opportunities, assessments, and other resources in support of NSSOS and NSVS. The work will commence as soon as possible. Initial development has begun and is anticipated to continue for 5 years.

### **2.2 Project Scope, Tasks and Deliverables**

#### **2.2.1 Project Scope**

- Following high-level design guidance, use provided content to develop courses which will reside in our LMS (Moodle).
- Articulate 360 is the main development tool, although Moodle (and its built-in features, including H5P) may also be used, depending on project requirements.
- The assessment plan and questions/tasks for assessment item development will be provided.
- Help ensure alignment of all course materials and assessments with the relevant outcomes and curriculum, as well as applicable policies and

- guidelines
- Set up the Moodle grade book, activities, discussion forums and quizzes.

### **2.2.2 Project Tasks and Deliverables**

- The equivalent of approximately 50 engaging and interactive lessons per course
- Course syllabus
- Assessment items
- Any rubrics and other supporting documents

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.

The contractor must be able to communicate fluently (written and spoken) in both English and French, as they may be asked to develop courses in both languages.

Project duration: 18 months with possibility of extension

Compensation rate: \$77,000.00/year (calculated at 35 hours per week) – since this is a contract position, the incumbent is responsible for their own taxes and benefits.

Employment type: Contract (with possible renewal dependent on funding and performance).

## 2.3 Responsibilities

### 2.3.1 External Consultant responsibilities

- Provide status updates on a weekly basis and as requested
- Implement review edits as requested
- All deliverables are to be submitted in electronic format
- All work must be performed to the satisfaction of the client department
- All deliverables will be reviewed to ensure development standards and functionality

### 2.3.2 EECD Responsibilities

- Provide LMS development guidance and technical support
- Communicate all content and high-level design material
- Review course for accuracy and effectiveness

## 2.4 Proponent Qualifications

- Proven ability to work independently and collaboratively as part of a course development team
- The demonstrated ability to effectively manage multiple deadlines
- The organizational skills to successfully develop a course to completion
- Excellent communication skills

## 2.5 Mandatory Criteria

- Professional experience using Articulate Storyline.
- Experience developing courses in Moodle (preferably) or another major LMS for asynchronous delivery
- Providing samples of relevant previous work
- Education and experience (minimum): - B.Ed. + 5 years relevant experience (or equivalent)
- Must be familiar with UDL and K-12 online learning approaches (vs. task-based or compliance training).
- Must be available for occasional on-site work, and working hours that fall within 7am and 6pm Atlantic Time
- Must be fluently bilingual in English and French

**If you are interested in this position, please send your resume and cover letter to Iain Harnish, Coordinator, eLearning Services ([iain.harnish@novascotia.ca](mailto:iain.harnish@novascotia.ca)). If you require any additional information, please email Iain Harnish.**

**Thank you for your consideration of this opportunity.**