

Statement of Work
Course Developer Services

***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 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 online delivery of learning opportunities and resources.

A need for additional online learning opportunities for Nova Scotia's education system has been identified. There is a requirement for a course developer to join a collaborative team which develops learning opportunities for students and educators.

The course developers will collaborate with others in the creation of learning opportunities and supports.

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.

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 Learning Management System (LMS) (Moodle).
- Articulate 360/Storyline is the main development tool for course content and for creating engaging, interactive pieces.
- 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 LMS 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.

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

- Proficient technical skill using all main development functions of Moodle, or the ability to quickly acquire proficiency.
- Experience developing courses in Articulate Storyline
- Providing samples of relevant previous work
- Education and experience (minimum): - B.Ed. + 5 years relevant eLearning design and development 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 based in Nova Scotia.

2.6 Compensation (non-negotiable)

Length of contract:

- Total compensation - \$120,133 for an 18 month contract
- Hourly rate - \$50.85
- Weekly rate (35 hours) - \$1,710.80
- Allocated time off - 52 days
- Total number of working weeks - 67.5
- As this is a contract position, the incumbent is responsible for their own taxes and benefits.

Annually:

- Compensation: \$80,088
- Hourly rate - \$50.85
- Weekly rate (35 hours) - \$1,779.75
- Allocated time off - 35 days
- Total number of working weeks - 45

Approval of time off will be based on operational imperatives.

**Allocated time off must be used in its entirety on an annual basis.
Unused allocated time off will not be paid out.**

If you are interested in this position, please send your resume and cover letter to Iain Harnish, Coordinator, eLearning Services (iain.harnish@novascotia.ca) by June 17 at 4:00 p.m.. If you require any additional information, please email Iain Harnish.

Thank you for your consideration of this opportunity.