



SUBJECT MATTER EXPERT (SME) MENTOR AND LITERACY SPECIALIST

Expression of Interest

Nova Scotia eLearning Development
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.

A need for additional online learning opportunities for Nova Scotian students has been identified. There is a requirement for a Subject Matter Expert (SME) Mentor and Literacy Specialist to join a collaborative team to develop online courses.

Overview

This role will support the development of high-quality, online learning experiences and resources. The SME Mentor and Literacy Specialist will help orient and provide insight to SMEs as they navigate our formal course design and development workflow, and structured approach to course design, lending a literacy perspective. Additionally, the SME Mentor and Literacy Specialist will work with the development team to create classroom resources based on previously developed self-paced courses.

Assignment Details

Subject Matter Expert Mentor Responsibilities

Under high-level guidance and in alignment with established curriculum, assessment, and inclusive education policies, the SME Mentor and Literacy Specialist will:

- Help orient subject SMEs to our course development process(es) and requirements – including literacy best practices – as they create course design plans for stand-alone, self-paced courses.
- Collaborate with the development team to:
 - Adapt NSIOL courses (e.g., English 10-12, Global History 12, Global Geography 12) into resources for classroom teachers.
 - Create supporting documents outlining potential instructional uses.
- Where appropriate:
 - Provide Course Developers with authentic assessment items aligned with the course assessment plan.

- Ensure all course materials, assessments, and resources align with curriculum outcomes and relevant policies.
- Review and validate content for accuracy, relevance, and appropriateness.
- Develop rubrics and other instructional supports.
- Test lessons to confirm proper functionality.
- Perform other duties as required.

EECD Responsibilities

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

Location

- Remote with occasional on-site work at the Department of Education and Early Childhood Education, 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

- Personal contract

Compensation Rate

- In accordance with similar contracts

Duration

- 12 months with opportunity for renewal, pending funding

Skills & Qualifications

- Bachelor's degree, Major in any relevant discipline
- Bachelor of Education
- Extensive knowledge of Nova Scotia curriculum and its implementation in NS
- Several years formal experience working as a SME in a multi-disciplinary eLearning development team
- Several years formal experience working as a SME supporting development of fully asynchronous high school courses
- Demonstrated expertise in Literacy best practices as they pertain to the Nova Scotia education system
- Minimum of 5 years of recent successful high school teaching experience
- Familiar with using Microsoft Office and Microsoft Teams
- Outstanding verbal, written, and communication skills
- Excellent organizational skills, detailed-oriented and ability to multitask
- Adaptable problem-solver and team player
- Demonstrated excellence in teaching and education
- Familiar with UDL
- Must be familiar with Nova Scotia provincial curriculum and policies, such as Inclusive Education and Assessment

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 August 1, 2025.

If you require any additional information, please email Iain Harnish.

Thank you for considering this opportunity.