



Preplacement Lessons Writing Team

Scope:

The Ontario Cooperative Education Association (OCEA) is seeking a curriculum writing team to create preplacement lessons as an update to the OCEA document: "Pre-placement and Integration Curriculum (PIC) Resource for Cooperative Education and other forms of Experiential Learning." There are 6 positions available.

You are invited to apply for a position on a writing team that will support the development of cooperative education resources as it pertains to school, the workplace and community.

The members of the team would curate up-to-date resources. The ideal end result will be to create interactive and visually appealing slide decks for preplacement activities.

Context:

Cooperative education provides students in all pathways - apprenticeship, college, community living, university, or the workplace, with experiential learning opportunities which promote personal growth, career exploration and employability skill development. Through the cooperative education program students will:

- ★ Gain workplace experience in a unique learning environment outside the classroom.
- ★ Develop employability skills and work habits that are applicable to the workplace.
- ★ Participate in hands-on learning in a safe and encouraging environment.
- ★ Choose a work placement based on their interests, readiness and needs.
- ★ Connect and build relationships with potential future employers.

Team Member Composition:

2 Cooperative Education Teachers writing and sourcing information in English

2 Cooperative Education Teachers writing and sourcing information in French

2 Tech Savvy Teachers to create creative, aesthetically pleasing, interactive slide decks using information from the team

Timelines:

Dates: Orientation meeting in **March 2022** via Zoom (specific date and link to be provided).

Duration: 30 asynchronous hours with check-in team meetings as determined by the team.

Location: Online

All work must be completed by August 15, 2022

Remuneration:

\$50/hour for 30 hours = \$1,500

Start date: March 2022 (specific date to be provided)

Completion date: August 15, 2022

Qualifications and Experience for Cooperative Education Teachers (English and French):

- ★ Must be currently employed by a publicly funded Ontario district school board or Catholic district school board.
- ★ Candidates must have completed at least Cooperative Education Additional Qualification Part One. Special Education Additional Qualifications are an asset.
- ★ Teaching experience in cooperative education for at least 3 years (6 semesters) and demonstrated knowledge, skill, and expertise in delivering quality programs and developing effective resources to support the *Ontario Curriculum Grades 11 and 12: Cooperative Education, 2018* policies and procedures in schools and school boards.
- ★ Demonstrated evidence of knowledge and experience with:
 - *The Ontario Curriculum Grades 11 and 12 [Cooperative Education](#), 2018*
 - [Growing Success](#): *Assessment, Evaluation and Reporting in Ontario Schools, 2010*
 - [Special Education in Ontario](#): *Kindergarten to Grade 12 Policy and Resource Guide, 2017*
 - [Learning for All](#): *A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12, 2013*
 - [Ontario's Equity and Inclusive Education Strategy](#), 2009
- ★ Demonstrate an understanding of culturally responsive and relevant pedagogy.
- ★ The understanding that all resources will be created through the lens of actively dismantling racism and other anti-oppression practices (e.g., minimize barriers that have perpetuated the disproportionate outcomes for racialized students in pathways programs).
- ★ Knowledge and experience with word processing and presentation software.

Qualifications and Experience for Tech Savvy Teachers:

- ★ Must be currently employed by a publicly funded Ontario district school board or Catholic district school board.
- ★ Demonstrated evidence of knowledge and experience with:
 - [Growing Success](#): *Assessment, Evaluation and Reporting in Ontario Schools, 2010*
 - [Special Education in Ontario](#): *Kindergarten to Grade 12 Policy and Resource Guide, 2017*
 - [Learning for All](#): *A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12, 2013*
 - [Ontario's Equity and Inclusive Education Strategy](#), 2009
- ★ Demonstrated the integration of the culturally responsive and relevant pedagogy.
- ★ Willing to create resources to actively dismantle racism and other anti-oppression practices (e.g., using images that are reflective of students intersecting identities, ensure that all modalities are being reflected, having high expectations for all students).

- ★ Demonstrated experience with creating visually appealing interactive presentation slide decks and/or hyper docs.
- ★ Demonstrated experience with creating audio files to embed in presentation slide decks.
- ★ Demonstrated experience with embedding video files in presentation slide decks.
- ★ Strong technology skills supporting online collaboration and teamwork.
- ★ Excellent creativity, organization, problem solving skills, and time management skills.
- ★ Demonstrate an understanding of culturally responsive and relevant pedagogy.
- ★ The understanding that all resources will be created through the lens of actively dismantling racism and other anti-oppression practices (e.g., minimize barriers that have perpetuated the disproportionate outcomes for racialized students in pathways programs).
- ★ Special Education Additional Qualifications are an asset.
- ★ Writing in French is an asset.

Application Process:

- ★ The completed Application Cover Page (see below)
- ★ An updated résumé
- ★ A reflection (less than one page) demonstrating how you would contribute to the Preplacement Lessons Writing Team. Please be specific and reference any relevant artifacts.

Please express your interest in this writing team opportunity by scanning/saving all documents into one single PDF file. Send electronically to the attention of *Carol Madsen* (oce@rogers.com) by **February 14, 2022, at noon**.

Successful applicants will be notified of their acceptance by **March 1, 2022**. Other applications will remain on file.

Future Writing Team:

A future writing team will be building upon the work of this writing team to create Integration Lessons for cooperative education.

Questions:

For questions, contact *Rob Fleming*, OCEA Communication Officer, at fleming@alcdsb.on.ca / 613-968-6993 x 2013



Application Cover Page

Applicant's Full Name:	
Home Address:	
Home/Cell Phone:	
Email:	
Board:	
School/Location:	
Principal/Supervisor:	
Work Address:	
Work Phone:	
OCT Number:	

References

	First Reference (should be current or former supervisor)	Second Reference
Name		
Position		
Board/Organization		
Phone		
Email		

By submitting this application, I agree that the Ontario Cooperative Education Association (OCEA) personnel may contact the above names as my references.

Full Name: _____

Email: _____

Signature: _____

Date: _____