

Michigan Virtual University Job Description

Job Title: Online Course Content Specialists (consultant position)

Reports To: Project Lead

Department: Product Development

Location Lansing Office

Job Summary

MVU[®] is recruiting independent contractors who are Michigan-certified, highly-qualified teachers to perform a combination of analysis of current online courses and development of new course materials. Subject areas are all at the high school level and include mathematics, social studies, science, English language arts, and other content that is a part of the Michigan Merit Curriculum. Work may be on either professional development courses aimed at Michigan teachers, or *Michigan Virtual School*[™] courses, or both.

This position reports to an *MVU* Project Lead responsible for the course area. All work is to be done within the context of an *MVU* instructional design framework and course standards and within specific timelines. This work will be part of a team effort that will include others, such as work by multimedia contractors on supporting materials.

Responsibilities

Responsibilities may include some or all of the following, for the specific discipline area and associated High School Content Expectations (HSCEs):

- Perform gap analysis and identify challenging concepts;
- Design or redesign lessons that address the HSCEs, including the challenging concepts;
- Develop content for the course, including formative and summative assessments, augmenting and extending eTexts identified by *MVU*, and working on specifications for multimedia contractors; and
- Review the course content in detail to assess its readiness for release.

Required Qualifications

- Master's degree including a major in the discipline, or equivalent;
- Michigan teaching certificate, or equivalent from another state;
- Highly qualified in the discipline for which the application is being made;
- High school teaching experience of three to five years or equivalent;
- Experience teaching online is highly desirable;
- Experience developing online course materials is highly desirable;
- Demonstrated verbal and written communication skills;
- Demonstrated organizational and planning skills;
- Demonstrated skills working as a member of a team;
- Proficiency with technology tools including for word processing, Internet use, email, and preferably Blackboard[®] or a similar learning management system; and
- Experience in professional development or adult education is highly desirable.

Schedule and Compensation

The exact work schedule and compensation is subject to multiple considerations and will be worked out with the specific *MVU* Project Lead for the courses for which a candidate applicant is qualified. Multiple positions are available, some starting immediately, while others are not required for several months. Project deadlines vary from a few weeks to several months.

The work plan is developed from individual components, with stated deliverables. Corresponding compensation levels will vary by course and deliverables, from several hundred dollars to several thousand dollars if multiple components or multiple courses are involved.

Compensation is on fixed-fee basis, with payment made upon completion of the deliverables and is estimated to be equivalent to approximately \$20 to \$25 per hour. Because this is an independent contractor, consulting role, there are no benefits associated with this position. Once a contractual relationship is established with an individual, additions to that contract within this fiscal year may be possible, based on *MVU* need and work history.

Applying for the Position

Interested candidates should transmit a cover letter, resume, copy of Michigan teaching certificate, copy of college transcripts, and provide the names and contact information for three professional references to Patty Durkee by fax (517-336-7787), by email to [pattyd at mivu dot org](mailto:pattyd@mivu.org), or by mail:

MVU
c/o Patty Durkee
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