

Program Development Specialist (2nd posting) - 2907

Job Title

Program Development Specialist (2nd posting)

Job Type

Permanent Full-time

Career Level

Professional

Education

Bachelor's Degree

Category

Academic support

Salary Grade

Pedagogical Counsellor (C219) - \$56,086 - \$102,894

Job Description

IMPORTANT: Effective immediately

DEADLINE TO APPLY: March 6, 2026

JOB SUMMARY: REPORTING TO THE DEAN OF PEDAGOGICAL DEVELOPMENT AND INNOVATION AND WORKING WITH THE STAKEHOLDERS OF ALL ACADEMIC PROGRAMS, THE PROGRAM DEVELOPMENT SPECIALIST WILL ENSURE PRE-UNIVERSITY AND CAREER PROGRAMS ARE DESIGNED AND REVISED TO MEET THE NEEDS OF UNIVERSITIES, EMPLOYERS AND STUDENTS. THE INCUMBENT WILL WORK WITH STAKEHOLDERS IN ENSURING OTHER ASPECTS OF PROVIDING QUALITY PROGRAMS TO OUR STUDENTS ARE APPROPRIATELY SUPPORTED.

DUTIES AND RESPONSIBILITIES:

- Work with faculty and others to design and revise programs to meet those expectations, documenting this work in program frameworks and other documentation as needed.
- Support faculty in aligning curriculum and the evaluation of learning with program frameworks and assessment findings, in accordance with college policies and procedures.
- Contribute to policies and procedures that can enhance the quality of pedagogy and programs, and support the development and implementation of the college's student success plan.
- Collaborate with faculty and other college stakeholders in data collection and program assessment to ensure the quality of programs.
- In collaboration with other college stakeholders, identify the expectations of universities, employers and students.
- Provide input on pedagogical practices and innovation to faculty and other college stakeholders, based on college needs and on good practices and development in the field.
- Develop, deliver and support professional development opportunities and documentation related to learning, curriculum, teaching strategies, classroom management, evaluation, integration of appropriate technology, distance education, innovation and other aspects of pedagogy that align with evidence-based best practices.
- Accompany faculty and other college stakeholders in projects, communities of practice and other development work involving learning and teaching.
- Promote positive attitudes and encourage experimentation with new methods and techniques for enhancing learning.
- Participate in program committees and other relevant college bodies, to contribute to communication, consultation and decision-making that foster the quality of programs.
- Provide additional Pedagogical Counsellor support as needed
- Advise the college on the purchase and use of appropriate technology, software, online resources and subscriptions that support teaching and learning.
- Serve as a John Abbott representative, networking with English colleges and the broader college system to share knowledge

and identify shared opportunities.

- Assume other responsibilities as requested by supervisor.

QUALIFICATIONS

Education

- Undergraduate degree in an appropriate field of specialization, particularly education
- Master's degree in education, instructional design, educational technology or equivalent an asset

Specific Requirements:

- Three years of teaching or other relevant professional experience in an educational setting, preferably at the college level, an asset
- Demonstrated understanding of the needs of learners, including adult learners
- Strong interpersonal skills: ability to mobilize stakeholders to collaborate in developing and improving programs and pedagogical practices
- Strong organizational skills: ability to manage projects with limited supervision
- Ability to use the Microsoft Office suite or equivalent and ability to work with pedagogical technology, software and learning management systems
- Advanced English, oral and written
- Intermediate French, oral and written

Testing may be required to demonstrate knowledge of:

- Word (intermediate)
- Excel (intermediate)
- French (Intermediate oral and written, comprehension and production)
- English (Advanced oral and written, comprehension and production)

Organizational Unit

John Abbott College -> Dean of Pedagogical Development and Innovation (8050)

Location

John Abbott College - Ste-Anne-de-Bellevue, QC H9X 3L9 CA (Primary)

Team

NON-TEACHING TEAM

of Hires Needed

1

Deadline Date

3/6/2026

John Abbott College adheres to an Equal Access to Employment Program, and invites women, visible minorities, ethnic minorities, indigenous peoples and persons with disabilities to submit their applications.

We thank all candidates who submit their resumes for consideration. However, only those candidates selected for an interview will be contacted. If your work experience has changed or if you have acquired additional education since your last visit, be sure to submit your updated resume so that we may review your full career path. If you are applying from a mobile device (smartphone, tablet), you will receive an acknowledgment email asking you to update your file by submitting your CV in order for your application to be considered.