

# Course Instructor Job Description

## **JOB SUMMARY:**

This position will initially be part-time with the option to move to full-time based on the needs of the school. The Course Instructor reports directly to the Director of Education (Principal). This position is accountable for the overall direction and instruction of online course(s). This position will ensure the integrity of the course(s) by focusing on curricular and instructional quality. Responsibilities include the oversight of student's overall progress in a particular course. Additional responsibilities include planning, developing and organizing personalized lessons (eclass and offline) for students based on each student's needs and educational profile (ie. learning style, ability). The focus of these assignments will be on mastery of the subject matter and the courses learning objectives.

## **MINIMUM QUALIFICATIONS:**

1. Bachelors degree in respective academic program or related field required; Familiar with standard concepts, practices, and procedures within a field related to the area of instruction.
2. Highly qualified in teaching area
3. Must possess excellent oral, written, and interpersonal communication skills to communicate with students, parents, faculty, and administrative staff.
4. Ability to demonstrate problem solving and decision-making abilities to facilitate the high school learning experience and perform the functions described.
5. Must possess the ability to convey a professional image, as well as effectively represent the organization as appropriate in its relationship with the community.
6. Must have access to Internet and email.

**Software Requirements:** Moderate knowledge of MS Office (Word, Excel, PowerPoint).

## **PHYSICAL REQUIREMENTS:**

1. Must be able to see a computer monitor.
2. Must be able to perform work at a computer terminal for 6-8 hours a day, and function in an environment with interruptions.
3. Must be able to use a telephone or headset equipment.
4. Must be able to lift twenty (20) pounds).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES:**

- Serves as a faculty member for online course(s); this includes preparing lesson plans and instructing students.
- Instructs students within the assigned content area and serves as a mentor for less experienced faculty members.
- Responds to student issues and concerns via email or telephone promptly.
- Monitors Student Progress of learning through regularly scheduled **meetings/contact** with student (minimum one time per week)
- Evaluates and monitors students' performance through the grading of assignments and assessments, and the timely posting of grades in the course management platform grade book.
- Completes and submits class/student reports used for administrative purposes.
- Develops and maintains relationships through regular interaction and communication with academic staff, faculty, students, and parents; advises the principal and educational facilitator of class and student needs.
- Assists in marketing the online high school model to potential students and families; assists with student retention as needed.
- Be familiar with, and attend to, the needs of special education students,; including attending Individualized Education Programs (IEP) meetings.
- Participate in all required training courses on an annual basis.
- Occasional travel may be required.
- Perform other related educational duties as assigned.