

## **Online Teacher Job Description**

### **Job Summary:**

The Online Teacher will be responsible for maintaining and teaching courses following a proactive instructional methodology.

### **Job Description:**

The Online Teacher will perform all or some of the following Job description:

- Contact each new student to welcome them to the course
- Contact individual students who have not completed work by Thursday.
- Document inactive students on appropriate form for office staff.
- Closely monitor student progress relative to their individual course schedule
- Monitor end dates to ensure students are staying on track in the course, and proactively contact the student and lead teacher or if concerns arise or if an extension is recommended
- Provide motivating, timely, and constructive feedback for student assignments
- Provide motivating comments and constructive feedback for each assessment item
- Evaluate all subjective assessments (homework assignments as well as subjective exam components) and assign an appropriate grade to each within week of student submission
- Ensure that final grades are issued in a timely manner when a student completes a course, within week of when the student's last assignment was submitted or when their end date has passed
- Communicate effectively with students at different technology skill levels to support instruction and advance educational goals
- Hold regularly scheduled office hours each week (minimum 1 hour session each week) via online meeting software and ensure that students unable to attend these sessions have access to recorded meetings
- Provide useful information to students to support success in each course by updating the course home/syllabus area in each course section at a minimum to ensure that it includes a complete syllabus, an explanation of course policies, grading policies, staff information, contact information, and other appropriate information needed as students take the course
- Respond to student inquiries, questions and requests for help within two days of receipt, regardless of the medium (email, phone call, etc.)
- Manage and communicate effectively via the telephone, email, and the Message Center
- Manage and communicate effectively via the discussion board
- Work with other staff and faculty in a cooperative, professional atmosphere
- Effectively review courses on an as-needed basis to ensure accurate and current content/assessments
- Collaborate with staff on an as-needed basis in order to enhance the curriculum
- Actively monitor and participate in the Teachers' Lounge forum/discussion group
- Participate in faculty meetings, hardware, software and/or educational training sessions as scheduled

- Keep accurate, organized records

### **Minimum Requirements / Knowledge / Skills for Online Teacher Job**

- Demonstrated sufficient use of a Web browser and search engine to locate and evaluate technology-based educational sites that support the instruction and enhance interactivity
- Demonstrated proficient distribution of websites
- Demonstrated proficiency in the distribution of announcements and updating these regularly (at least monthly) so that enrolling students feel welcomed and part of the course throughout
- Demonstrated proper use of discussion boards
- Ability to create forums, ensure students stay on topic, and maintain a collaborative environment.

### **Minimum Education Requirements / Licensure for Online Teacher Job**

- Ohio Licensure in field of instruction
- HQT status in field of instruction
- Computer equipment and connectivity
- Present a clear FBI/BCI letter.