Role and Responsibilities

***Purpose of Roles and Responsibilities: In response to request from teachers,***

***so everyone is on the same page!:)***

1. **E-Team Members: Roles/Responsibilities**

**AKA: “Who is who?” in Adult Education E-Learning?**

**(Remember, they also play a role *outside* of this function @ IRSC also,**

***not listed on this list*!:))**

1. **E-Administrators** are EXTREMELY busy, helpful individuals! Purpose: Assure teacher & student success!
	* They are the full-timers on the E-Team.
	* Some of them *specialize* in:
		+ teaching
		+ teacher training
		+ administrative duties, like uploading and/or dropping students into Educator!
		+ Curriculum development
		+ Delivery development
		+ Unless you have specific direction (like on the checklist) to only send items to specific individuals, it does not hurt, but in fact, benefits our program when you at least copy your E-admin no matter what their role. This way they get to stay abreast of how the students are doing in our online classroom.
		+ Bottom line, they work closely with their department and can foster success with tighter collaboration if they know what is going on.
		+ If you have questions regarding who works in which department:
		+ <http://faculty.ircc.edu/DEPT/AdultEducation/images/mediator/HTML/ContactUs_ie.htm>
		+ Helpful aids for those E-admin:  
2. **E-Teachers** are amazing!:) Purpose: Make certain the students learn!:)
* They are… you guessed it! The teachers in the virtual classrooms!
	+ - Some of them *specialize* in:
			* teaching
			* teacher training
			* recruiting
			* retention
			* transitioning
		- You can find out who teaches what by visiting our website:
			* <http://faculty.ircc.edu/DEPT/AdultEducation/adult_ed/E-Learning/about_us/online_courses/online_courses.html>
			* Helpful aids for those E-teachers: ** **

**2. Documents/ Reports Information**

**AKA: "Who should receive these?" list:**

**(Some specific procedures of what to do when students leave and/or at the end of a semester are also attached):**

* Some procedures are listed in the above helpful aides, but here are some more…
* End of semester report (includes LCP counts):
	+ Paul Sanchez, copy Respective E-Admin & Suzanne Ensmann
* Last dates of attendance spreadsheet:
	+ Paul Sanchez, copy Respective E-Admin
* New E-student checklists
	+ As per Facilitator Checklist:
		- [**www.irsc.edu**](http://www.irsc.edu)
		- Scroll down and Select **Adult Education** on left sidebar
		- Select **E-Learning** on left sidebar
		- Select **Employees**
		- Select **Virtual Work Rooms**
		- Select **E-Team**
		- Select **Useful Documents**
		- Quick access:
			* <http://elearningadulted.pbwiki.com/f/ged_checklist.doc>
			* <http://elearningadulted.pbwiki.com/f/high_school_checklist.doc>
* Timesheets w/ attached class roster for each week:
	+ Respective **Chair**
* Notification of requests to drop or NG a student:
	+ E-admin (see: Procedures when student is finished in class…doc attached)

 It does not hurt, but in fact, benefits our program when you at least copy other individuals who need to know when a student leaves (for example, Yoli Santiago, Judy Bracken, Vicky Graves). This way they get to stay abreast of how the students are doing in our online classroom.

 Bottom line, they work closely with their department and can foster success with tighter collaboration if they know what is going on.

**E-Team Members: Roles/Responsibilities**

**Specific *Examples* of *some responsibilities* related to online learning in Adult Ed:**

**Suzanne Ensmann**

* \* Director of Adult Education
* Supervises the E-Learning program and supports the success of our students!
* Collaboratively oversees operations and growth of the Adult Education Program

By:

* Working with the state and other sources to get curriculum and maintaining the Online (FATDEC) courses, and growing distance learning.
* Overseeing the E-team and attending E-team meetings the first Thursday of each month
* Participating as a member of various committees in-house and statewide
* Working with Chairs to support teachers for students
* Overseeing grants to support technology
* Overseeing audits and data to support e-learning program

**Donna Sizemore**:

* \*The “Principal” (Chair) of the ABE/GED department
* Works with respective E-admin in improving and developing *ABE/GED department*
* In charge of the budget and success of those students!:)

#### Verna Mason:

* \*The “Principal” (Chair) of the AHS department
* Works with respective E-admin in improving and developing *AHS department*
* In charge of the budget and success of those students!:)

##### Judy Martin-Hall

* \*The “Principal” (Chair) of the ESL department
* Works with respective E-admin in improving and developing *AHS department*
* In charge of the budget and success of those students!:)

**Paul Sanchez:**

* \* Technology Coordinator/AHS Instructor-Computers
* Supports Chairs in overseeing quality of computer curriculum and teacher delivery
* Incorporates E-Learning into trainings (for example, how to facilitate online students in AHS, etc.)
* In charge of having students in the E-learning program and the success of those students!
* Leads the e-team meetings
* Working with the E-Team and state in assuring our delivery system offers quality curriculum in a user-friendly environment, maintaining those courses, growing distance learning, including blended learning offerings.
* Participating as a member of various technology committees in-house and statewide
* Working with E-admin and Leads to support teacher trainings
* Overseeing data to support e-learning program

**Charmaine Tabana:**

* \*E-Admin. for ABE/GED (works in collaboration with other E-Admin)
* Enters GED prep students into FATDEC (see: Administrative Procedure to Enroll Students.doc attached)
* Notifies FATDEC to make edits to any course content when needed (for example, teachers may find a broken link on occasion; see: Policy-Requesting aid from FATDEC.doc attached)
* Archives students when they leave (see: Archiving and Deleting Student Records Procedure)
* Oversees Drops or NGs given to students when notified by teacher (see: Procedures when student is finished in class…doc attached)
	+ (Note, if any of these documents are not in our E-Team workroom, please upload for easy access☺)

**Brady Talley**

* \*E-Admin. for ABE/GED (works in collaboration with other E-Admin); supports Chair in overseeing quality of ABE/GED curriculum and teacher delivery
* Incorporates E-Learning into departmental trainings (for example, how to facilitate online students, etc.)

# Joann Jefferson

* \* E-Admin. for ESL (works in collaboration with other E-Admin)

**Luci Mello:**

* \* E-Admin. for ESL (works in collaboration with other E-Admin)

**Jodi Anderson:**

* \*E-Admin. for AHS (works in collaboration with other E-Admin)
* Enters AHS students into FATDEC (see: Administrative Procedure to Enroll Students.doc attached)
* Notifies FATDEC to make edits to any course content when needed (for example, teachers may find a broken link on occasion; see: Policy-Requesting aid from FATDEC.doc attached)
* Archives students when they leave (see: Archiving and Deleting Student Records Procedure)
* Drops or NGs students when notified by teacher (see: Procedures when student is finished in class…doc attached)
	+ (Note, if any of these documents are not in our E-Team workroom, please upload for easy access☺)
* Facilitates “virtual meetings” for those in AHS who cannot attend live

**ABE & GED Instructors:**

### Lara DiMartino

* + \*ABE Online instructor
	+ \*GED Prep Online instructor
	+ Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for our student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention.
	+ E-Teacher Trainer (AKA *mentor☺)*

**Mary Lewis**:

* \*ABE Online instructor
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention.

**Laura Lyshon**

* \*ABE Online instructor
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention.

**AHS instructors:**

**Jeannie Justice:**

* \*AHS instructor-Science
* \*E-Admin. for AHS (works in collaboration with other E-Admin) – teacher; teacher-trainer; supports Chair in overseeing quality of AHS Science curriculum and teacher delivery
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, select and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

## Brenna Brennan-Jones☺

* \*AHS instructor-English
* \*E-Admin. for AHS (work in collaboration with other E-Admin) – teacher; teacher-trainer; supports Chair in overseeing quality of AHS English curriculum and teacher delivery
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicate with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

**Andy Wells:**

* \*AHS instructor-History
* \*E-Admin. for AHS (work in collaboration with other E-Admin) – teacher; teacher-trainer; supports Chair in overseeing quality of AHS Science curriculum and teacher delivery
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

**David Bracken:**

* \*AHS instructor-World History, American Government, Economics
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

**Richard Cameron:**

* \*AHS instructor-English
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

**Diana Lenartiene:**

* \*AHS instructor-English
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

**Jay DiMartino:**

* \*AHS instructor-English
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

**Don Thomson**

* \*AHS instructor-Science
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

**Elesea Page**

* \*AHS instructor-Math
* Facilitates students, communicates with students, academic instruction/grading, promotes transitioning and communicates with transition specialists regarding students, selects and presents a student for student recognition ceremony each semester, student record keeping, submits end of the semester report and last dates of attendance at end of each semester, attends monthly E-meetings in person or virtually, mentors/trains when requested, recruitment and retention, e-grading

**Assistants and Specialists:**

**Judy Bracken**:

* \*Adjunct Teacher Assistant and Outreach Specialists for ABE/GED

Recruits and handles ABE/GED inquiries for online classes at extension: 7404

Has Mariner access and assists teachers in locating TABE scores

Maintains and updates student files (hardcopies at Main)

Manages ABE Online waiting list

* Promotes retention through collaborative efforts such as assisting staff, teachers, facilitators, and students with the E-Learning program, development of blended learning, hands-on enrichment activities and transitioning efforts
* Facilitates “virtual meetings” for those in ABE/GED who cannot attend live
* Attends monthly E-meetings

**Vicky Graves**

* + \*Transition Specialist
	+ Assists and prepares students for transitioning to college by providing guidance regarding admissions, financial aid, career exploration, program information and referrals to appropriate resources.  This includes currently attending and graduated students.
	+ Guides students into co-enrollment opportunities provided by our department.
	+ Assists in recruitment of previous students and retention of current students.
	+ Attends monthly meeting virtually.
	+ Communicates with instructors to best assist students
	+ Maintains student log of all communications
	+ Submits monthly transition report and provide transition database information for record keeping
	+ Coordinates transitioning with vocational advisors and GED department transition specialists

**Yoli Santiago:**

* Not actually part of the e-team (in that she is not *required* to come to meetings regularly or responsible for any certain *online* function, although she’s welcome;))… but an AMAZING support person to the program
* Like the facilitators, Yoli does a good deal of data entry for ABE/GED; specifically Drops and NGs given to students