IRSC Adult Education E-Instructor Job Description

The E-Instructor is responsible for providing an educational atmosphere where students have the opportunity to achieve academic success in accordance with IRSC, state policies and laws.

The exemplary E-Instructor profile includes the following traits

- ❖ Possesses ability to think out of the box;
- ❖ Enjoys change and thrives on challenges;
- ❖ Demonstrates commitment to success of students, colleagues, and IRSC;
- ❖ Acts as a team player with high integrity and professionalism.

As we look for instructors in the E-Learning environment, we seek those that relate mastery of the following characteristics through examples and experiences they share with us. Each E-Instructor will be evaluated regularly to assure E-Instructing is the best environment for their teaching style.

Self-motivation - Without the energy that comes from group interaction in a conventional classroom, E-Instructors must maintain, communicate, and promote enthusiasm in the online environment. The instructors must be excellent time managers and possess the intrinsic motivation to work in an environment without specific start and end times. They must address a continuous workflow, providing feedback and evaluation in a timely manner. While training and support are provided, it is important that E-Learning instructors are able to work independently with little direct supervision.

Growth-motivation - IRSC Adult Education E-Learning program seeks instructors that are life-long learners. Instructors are expected to contribute to their own professional growth as well as the professional growth of the organization.

Computer literacy and aptitude - Computer literacy, or an aptitude for computers is necessary in order for the instructor to concentrate on teaching and relationship building, as opposed to the tools for delivering instruction. *Patience and aptitude for technical troubleshooting is a must*.

Effective written and oral communication skills - Without the opportunity to interpret body language or the ability to synchronously respond to clarifying questions, precision and clarity in all forms of communication is essential. It is also important to know which form of communication is most appropriate for a given situation. Model professional and ethical standards when dealing with students, parents, peers, and community.

Ability to Motivate and Coach – E-Instructors must have optimism, and an encouraging nature. They must have the ability to motivate students in a distance-learning environment. Instructors must coach students to become self-disciplined and effective time managers.

Content Knowledge – E-Instructors need to be knowledgeable in their content area in order to facilitate a knowledge and love of the subject.

Personal commitment - Because there are no bells that begin and end classes, E-Instructors must be able to organize and plan their daily schedule that allows them to meet the needs of their students. Making a commitment to teach in this manner is a very personal decision and requires a strong commitment to perform in order to achieve academic success. **Overall, the E-Team believes that every individual who has the motivation and self-direction to take our courses will achieve success in our virtual environment. Meeting the needs of our individual students is our top priority.**
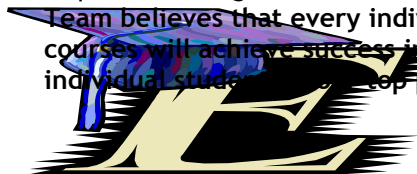
## E-instructor Equipment Minimum Technology Requirements

Hardware:
- PC (IBM compatible) computer with the following specifications:
  - Pentium II (233MHz minimum, higher recommended)
  - Windows 98, NT, or higher
  - 256 MB RAM
  - 12x CD-ROM (CD/DVD Recommended)
  - 56Kbps Modem
  - Display setting 800x600 resolution (1024x768 recommended)
  - Printer required
  - 3 ½" Disk Drive

Software:
- Windows XP is the preferred operating system, as online technical support is provided via Windows Messenger. Hardware support is not provided.
- Microsoft Office package (Word, PowerPoint, Excel)
- High Speed internet access
- Internet Explorer (web browsing software) – version 5.5 or higher: http://www.microsoft.com/windows/ie
- Flash 6 Player: http://sdc.shockwave.com/shockwave/download/alternates/

Specific Job Duties

- Undergo initial and ongoing training.
- Provide all students with syllabus, welcome call, and follow-up welcome E-mail.
- Maintain student contact log of all phone calls, emails, meetings, etc.
- Make contact with students weekly.
- Contact parents of students under 18 at the beginning of semester and regularly providing progress updates.
- Work at least two hours on campus each week.
- Work eight more hours fulfilling job responsibilities with class each week if have 12 or more students to warrant hours.
- If off-campus, required to have access to all computer requirements necessary to serve students in online environment (high speed internet access).
- Be responsible for holding set hours and providing contact number and address for student to reach instructor via phone line and Internet.
- Be responsible to return calls of student within ½ hour of contact during those virtual office hours, within 24 hours all other hours during the semester.
- Create and maintain a faculty webpage for student to access curriculum and contact information of instructor. This availability and email will be provided by the college.
- Plan, prepare, and implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identify, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles and special needs.
- Assist in assessing, changing curricular needs and offering plans for improvement.
- Maintain effective and efficient record keeping procedures.
- Provide a flexible, positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with student, parents, and/or other professionals on a regular basis.
- Collaborate with peers to enhance the instructional environment.
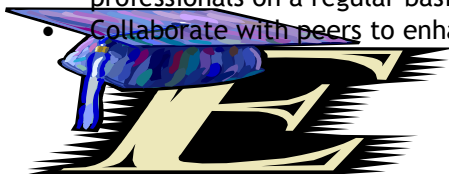
Accountability
The virtual instructor:
- Must demonstrate cooperative working relationships with students, parents, school/district (where applicable) and college personnel.
- Must submit Instructor Log and Student Contact log regularly.
- Must submit all student enrollments to the Adult Ed Coordinator.
- Must submit students' Literacy Completion Points gains to the Adult Ed Coordinator.
- Achieve Literacy Completion Points in student performance.
- Must meet with Adult Ed Coordinator and Dean not less than twice per semester.

Communication Expectations
Communication and interaction is at the heart of our success. Research continues to show that student-teacher interaction is the key to a successful educational experience. Frequent student-teacher communication in the virtual learning environment requires commitment above and beyond the traditional work day by staff, as communication is the critical element to the success of the program. Responding within 24 hours does not have to include the grading of all work submitted the previous day, only the acknowledgment of receipt of assignments or questions. Voice to voice communication and email are considered essential and are expected on a regular basis. E-Instructors are required to alert their Team Partner or Mentor and students of their unavailability on days in which they will be traveling or away from their regular office hours posted in their syllabus.

General Communications Expectations
- All communication should be responded to within 24 hours.
- All E-Instructors are expected to have a telephone line available for their student. This phone must be answered in a professional manner ("This is Mrs. Teacher speaking, how may I help you?") at all times, either in person or by an answering device ("Hi, you've reached Mrs. Teacher. If you are calling regarding your IRSC online class, please leave your name, number and message and I will return your call"). Your home phone line may not be used as your business line unless you can guarantee that it is answered in a professional manner.
- E-Instructors are expected to talk personally with each student once a month and the student's parent/guardian once a month.
- If you have something important to tell a student and you cannot get in contact, then follow up with a letter via snail mail.
- If there is a problem with a High School Permission student, the school guidance counselor should be contacted.
- If the student does not submit assignments and show effort as required in instructor's syllabus, student (and parent if under 18) must be notified that student will be dropped due to lack of progress. Student (and parent if under 18, counselor if a Permission student) must then be notified once dropped.

We *do* hope you see yourself in the description above, as our E-Team is looking for valuable players!
By signing this you understand what is required to be an E-Instructor, and possess the qualities necessary to fulfill these requirements.

Name: _____ Date: _____