

Online Instructor Job Description:

Under the coordination of the Director of Online Courses and Training at edPal, the instructor is responsible for the success of students taking an online course under their supervision, according to program objectives and course syllabi. Each online instructor should be highly knowledgeable about the subject matter for the specific course that they are assigned to teach, and maintain expertise in the subject area. The instructor will support student success by all means that are necessary, appropriate, and available. The instructor will respond to student questions within one business day and provide feedback on assignments within two business days of receipt. The instructor will actively monitor and track individual student progress and provide mediation and direction as needed.

Specific Duties Include:

- Teaching material from approved curriculum in accordance with assigned course schedule.
- Motivating students to actively participate in all aspects of the educational process, including but not limited to threaded class discussions, outside assignments/projects, research, enrichment activities, etc.
- Maintaining online asynchronous communication with students (and synchronous if appropriate) in online discussions, to assist them in achieving completion objectives.
- Responding in a clear and well-expressed manner to student questions and edPal and its partners, inquiries within one to two business days.
- Providing regular, accurate, and timely student-specific assistance, feedback and support to students relative to their performance.
- Keeping archives of student work and correspondence (if necessary), and maintaining and reporting student participation, evaluations/grades as appropriate.
- Communicating with students and edPal staff by email and telephone as needed.
- Openly communicating with edPal staff regarding course and student-related problems and concerns.
- Being knowledgeable about the job requirements by reading, and abiding by the online instructor's manual.

Special Conditions of Employment:

- Teachers must provide their own hardware (PC or Mac Computer), software (including email), and Internet service. edPal is not responsible for the purchase, upgrade, or maintenance of online instructor's telephone, computer and Internet service.
- Contracted position

Minimum Qualifications:

- Previous or current classroom teaching experience (or equivalent)
- Certification or a bachelors degree within the content area preferred
- Subject matter competency.
- Excellent written and communication skills.
- Command of theoretical knowledge of human behavior and learning including motivation, reinforcement, evaluation and feedback techniques.
- Ability to perform moderate computer functions. Proficient in using email, managing files, recording and reporting grades electronically, and using computer applications including word processors, spreadsheets, Internet browsers, and web search engines.
- Certification in on-line teaching, or previous experience in teaching online helpful, but not required.
- College teaching experience is helpful, but not required.

Salary:

Salary is determined by the type of course (four (4), six (6), or eight (8) weeks) and the number of students in the course.

Application Requirements:

To be given full consideration, applicants should submit a resume, a copy of teaching credentials, transcripts of academic work, two letters of recommendation (if requested), and recent teaching evaluations or other evidence of teaching excellence. Also, please indicate the content area for which you are applying.