



It Takes A Community

## JOB DESCRIPTION

## Employee

### Name

**Distance Learning Instructor**

**Qualifications:** Minimum Bachelor's Degree from an accredited institution. (AOS minimum of Master's Degree from an accredited institution). Four to six years field experience in the subject being taught. Must have excellent use of the English language, with excellent oral and written communication skills. We recommend that you can type at least 50 wpm. Must be computer literate and extremely familiar with online technologies and social media. Online teaching experience is preferred but not required.

**Expectations:** Online instructors must be accessible to students via email, phone, Moodle, Skype, and Facebook. Instructors must be available during peak times usually nights and weekends. The average expected response time is three hours for student questions and requests; however, a 12 hour window will be allowed especially for late night and early morning hours. The instructor will actively monitor and track individual student progress and provide mediation and direction as needed.

### Duties & Responsibilities

- Interact with students in a professional manner, offering constructive, encouraging, and timely feedback.
- Conduct weekly "live" video lectures and/or discussion (using Blackboard Collaborate).
- Tutor students as necessary using Blackboard Collaborate or other conferencing tools.
- Counsel students regarding their performance in the course (both positive and negative.)
- Design courses that meet or exceed minimum content standards.
- Design courses that comply with layout standards.
- Encourage complex thinking, participation, and discussion by all students.
- Quickly identify and address problems with course content or technology.
- Provide timely grade postings and feedback.
- Prepare your course shell with updated information, web links, instructor bio, gradebook settings, etc. at least one week before the scheduled start of classes.
- Communicate with students on your roster two days before the scheduled start of class.
- Participate actively in course discussions, ensuring that all students are participating and interacting with one another. Use this opportunity to shape discussion, call attention to other approaches, and answer specific questions raised by students.
- Respond to written assignments with personalized comments.
- Maintain a list of suggested course improvements and communicate these proposed improvements to the Director of Distance Learning.
- Ability to model the CARES philosophy and core values with courage, teamwork, perseverance, and vision.

### Terms of Agreement

- Provide own hardware (PC or Mac Computer), software (including email), and Internet service.
- Strive to meet green-band requirements on course evaluations and student surveys..
- Assist in meeting an 85% retention rate for specified department.
- Attend at least two meetings monthly to stay connected (Faculty Forum, Team/Department Meetings, PDL, 1-on-1).

- Maintain exclusivity to Community Care College.
- Commit to continuous improvement as an online educator by attending trainings and professional development opportunities as desired or as assigned.

**High Performance**

- Maintains a high performance environment characterized by strong team orientation
- Communicates regularly with other staff toward defined goals and/or required results
- Self motivated to improve quantity and quality of work performed displaying a high level of effort and commitment
- Operates effectively within the organizational structure, always demonstrating trustworthiness and responsible behavior
- Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.
- Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events
- Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures.
- Accepts direction and feedback from supervisor and follows through appropriately
- Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes provisions of Fair Labor Standards Act; observes policies on break and lunch periods; uses work time appropriately

**Other**

- Attend all graduation ceremonies
- Participate in school sponsored activities
- Participate in professional development as assigned by DL Director
- **Provide at least 2 hours of office hours per week. ADVISORY BOARD RESPONSIBILITIES**

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Brenda Knox, HR Director

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Employee

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Date

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Date