ONLINE INSTRUCTOR - ADJUNCT

SUMMARY
The Adjunct Online Instructor teaches students in online courses to help them achieve course and program objectives.

ESSENTIAL FUNCTIONS

- Teach online courses in accordance with established online instructor guidelines.

- Provide feedback to students on assignments and additional assistance to those having difficulty with course content.

- Maintain an acceptable student pass rate for all classes taught in the program.

- Maintain student grades in accordance with established policies. Prepare and report final grades at the end of each course.

- Report concerns weekly regarding student academic progress to the Program Director and Student Services Coordinator.

- Actively assist with retention efforts by contacting students who are not actively engaged in courses by phone or email.

- Refer students with questions regarding financial aid, transcripts, and other issues to the proper personnel.

- Participate in professional development when required.

- Monitor online student activity and work with Program Director and/or Student Services Coordinator to resolve student academic problems.

- Advise students regarding academic progress and course participation.

- Remain current with professional trends and advances in technology.

The list of essential functions is not exhaustive and may be supplemented.
MARGINAL FUNCTIONS

MENTAL TASKS
Communicate. Read. Comprehend. Perform functions from written and oral instructions and from observing others.

PHYSICAL TASKS
Sort, separate and file documents and forms. Write. Requires hearing to normal range.

METHODS, TECHNIQUES, PROCEDURES
Review appropriate documents, forms and reports.

EQUIPMENT, AIDS, TOOLS, MATERIALS
Utilizes office equipment such as telephone, copier, printer, scanner and computer.

WORKING CONDITIONS
Indoor office environment. Exposure to noise. Contact with employees, students and public.

CONTROL SUPERVISION
None.

MINIMUM QUALIFICATIONS
- Excellent written communication skills and proficiency in using online technologies, email, managing files, and reporting grades electronically.
- Must be adept in the use of computer applications including word processors, spread sheets, internet browsers and web search engines.
- Experience with course management systems such as Blackboard, WebCT, and Moodle preferred.
- Experience with online instruction preferred.
- Excellent verbal and written communication skills.

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Instructor Signature