

JOB DESCRIPTION

POSITION TITLE: On-line Instructor, Adult Education	PAY GRADE: NZ00 (Based on NK09 – Rank I)
DIVISION: Accountability & Research	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Alternative Education	WORK DAYS: 198
REPORTS TO: Director, Adult Education	JOB CODE: 155Z
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Serves as an on-line instructor for adult learners who are seeking to improve their basic educational skills, or obtain their GED.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: None
3.	Experience: None; 5 years of teaching preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills, i.e. Word, Excel, knowledge of software packages a plus; bilingual ability preferred but not required for ESL

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Delivers instruction using a variety of online resources/programs approved by TCSG.
3.	Reviews new online resources/programs and submits written request for approval for proxy use from TCSG.
4.	Conducts orientation and pre-test assessments for online students at Cobb and Paulding Centers.
5.	Works closely with GED Examiner to reschedule GED students who failed sections of the GED tests.
6.	Works closely with the Data Coordinator to offer 'Fast Track' online options to entering ASE1 and ASE2 students.
7.	Implements and monitors Students Educational Plans (SEP).
8.	Meets with online students for conferencing, goal setting, and updating online plans.
9.	Runs weekly reports online hours report for each online resource, tabulates total proxy hours, makes GALIS attendance entry, and emails attendance status to each online student via a weekly hours report.
10.	Coordinates and conducts online students' post-assessments.
11.	Attends required faculty/staff meetings and staff development.
12.	Implements and enforces online minimum hours (i.e., attendance policy) and class requirements.
13.	Assists with grant writing when needed.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____