

Blendedschools.net

Language Institute Instructor

Reports to: Chief Administrative Officer of blendedschools.net

Job summary

For each course taught by the Language Institute instructor, the instructor is expected to present a minimum of two hours and 30 minutes a week in synchronous instruction and provide a minimum of two hours and 30 minutes a week of other activities that include at least one hour a week in asynchronous learning activities in the learning management system provided by blendedschools.net. Instructors should communicate with all stakeholders of the child's education to provide the best learning experience for students.

Summary of essential job functions

- *Teach the curriculum approved by the chief Administrative Officer.*
- *Adjust instructional methods for students' needs.*
- *Manage student behavior in synchronous and asynchronous instructional events.*
- *Design asynchronous online and off-line activities as necessary.*
- *Provide directions and guidance to the onsite, classroom facilitators for delivery of off-line activities, and support of synchronous and asynchronous activities.*
- *Design classroom based assessments (formative and summative).*
- *Coordinate the delivery and administration of print-based assessments.*
- *Establish grading procedures.*
- *Assess a variety of student performances and a variety of types of student performance.*
- *Report grades to the school district Language Coordinator on defined dates.*
- *Update student grades weekly in the online grade center.*
- *Submit grades for Seton Hill and dual enrollment on defined dates.*
- *Attend faculty meetings not to exceed two meetings a month.*
- *Provide direction to students for completing the end of course survey.*
- *Communicate openly and effectively with blendedschools.net staff, school districts' staffs, students and parents.*
- *Perform tasks as assigned by the Chief Administrative Officer, Curriculum Coordinator and Language Institute Coordinator.*

Minimum requirements

- *Masters degree in Language Learning, Language Studies or similar field*
- *Reading, writing, speaking and listening mastery of the language*
- *Experience teaching the language*

Preferred requirements

- *Pennsylvania Certification in Foreign Language(s)*
- *Experience teaching in a distance learning format*
- *Experience with Blackboard Learning Management System*
- *Experience with Wimba Classroom*

Other Skills and Abilities required

- *Advise and recommend textbook*
- *Advise and assist in curriculum development*
- *Assist in design of entrance and exit exams*

Equipment Needed for Position: (Must be supplied by the Instructor)

- *Computer meeting minimum system requirements*
- *Internet access*
- *Headset*
- *Web camera*
- *Adequate office space*

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.