



Instructor Job Description

Main Duties and Responsibilities:

Course

- Develop course syllabus
- Develop/maintain/modify/update course curriculum for the online environment
- Meet Minnesota state standards and guidelines
- Incorporate multiple forms of assessment in design of curriculum
- Incorporate multiple methods for tracking student progress

Instruction

- Teach an INFINITY course, groups, or individual pupils, and set tasks to be completed to measure progress within course
- Use multiple forms of student assessment
- Use and document multiple forms of communication with students including, but not limited to, email, paging, discussions, chats, gradebook and dropbox feedback, telephone and face-to-face
- Maintain flexibility with student contact time that may include mornings, after school, evenings, and weekends
- Assess and mark students' work and record their development, progress and grade on a regular basis
- Maintain good order, discipline and respect for others among students in course
- Promote student understanding of INFINITY rules and values
- Develop relationships with and between students conducive to optimum learning
- Build and maintain cooperative relationships with parents/guardians and communicate with them on student's learning and progress
- Communicate with enrolling districts regarding student learning and progress
- Evaluate and review one's own teaching methods, materials, and best practices and make changes as appropriate
- Keep up-to-date with current online teaching best practices, both by study and attendance at INFINITY training, workshops and meetings, and take part in reviews of one's work arranged
- Maintain level of computer technology skills appropriate for teaching online courses

Program

- Knowledge of, understanding and follow-through of INFINITY policies and guidelines
- Provide information, assessments, reports, documentation as requested
- Participate in Student/Parent Orientation Course
- Attend required trainings and teacher meetings
- Build and maintain open communication with program staff
- Any other duties as assigned

INFINITY does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

Approved 7/9/2008