JOB DESCRIPTION

| **Title** | ONLINE INSTRUCTOR | | |
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| **Reports To** | [INSERT TITLE/NAME] | | |

**Job Purpose**

The **Online Instructor** is responsible for creating a positive and educational learning environment via remote platforms to provide high quality instruction to students of [Insert Organization Name].  
  
This role involves teaching [Insert Subject Here] to adults by creating lesson plans, learning materials, and course schedules that will optimise the educational experience for the students. This is a [full-time/part-time/contract] teaching position that is currently fully remote.

**Duties and Responsibilities**

Responsibilities include, but are not limited to the following:

* Provide high quality and comprehensive instruction to students of [Insert Organization Name]
* Create a comprehensive course schedule and syllabus that outlines key dates.
* Prepare detailed lesson plans that cover all important learning material and organise learning activities accordingly.
* Conduct regular online lessons according to the established schedule.
* Regularly communicate with the [Course Director/ Coordinator] throughout the course and keep them updated on any potential concerns or changes.
* Utilise and stay updated on learning software and technology that is used by [Insert Organization Name].
* Encourage participation in the lesson and discussions to ensure learning content is understood by students.
* Provide additional support to students that may require it.
* Create learning aids and materials that will help students achieve their learning goals.
* Monitor each student's progress and create progress reports with specific feedback.
* Create a positive and accessible learning environment.
* Provide students with support and encouragement in achieving their learning goals.
* Create examination and assessment materials to test students' learning progress and identify any learning discrepancies or potential growth opportunities.
* Grade all assessment materials (E.g, Exams, quizzes, tests) in a fair, confidential and timely manner.
* Create customised, individual plans for students that may require additional support in their learning.
* Additional related duties as assigned.

**Key Qualifications**

* Bachelor's Degree in [Insert Subject Here], or other related field.
* Additional certification in teaching [Insert Subject Here] is an asset.
* A minimum of two (2) years of experience teaching [Insert Subject Here] to adults.

**Core Competencies**

* Enthusiastic about teaching [Insert Subject Here] and eager to virtually interact with students.
* Excellent verbal and written communication skills.
* Excellent presentation skills.
* Proficient with computers, technology, and online learning software and/or platforms.
* Excellent time management and organizational skills.
* Patient, supportive, and encouraging teaching style.

**Working Conditions**

* Required: Computer, steady Internet connection, working microphone and webcam.
* Extensive periods of time facing computer screen/monitor.
* Extensive periods of time sitting.
* This position is remote.
* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours].