

# Staff Roles & Responsibilities

## Overview

The purpose of this document is to outline staff roles & responsibilities in distance education.

## DE Teacher

### Role

The DE teachers are responsible for their specific subjects in terms of course design, responding to student questions, and the grading of formative and summative tasks within the course. They are also responsible for checking student engagement with the courses they teach, in both qualitative and quantitative terms. Specific DE teachers are also responsible for planning and administrating the ACC Residential Programme

### Responsibility

1. Course design
  - a. Map out scope and sequence of a DE subject (and have this approved by academic coordinator)
  - b. Develop and maintain teaching and learning programmes (and have this approved by academic coordinator)
  - c. Create courses, including assessment tasks, that are compliant with relevant syllabus documentations
  - d. Proofread courses and have their own courses proofread by at least one other subject specialist teacher in that area
  - e. Courses are designed to be engaging, and where possible, to line up with other DE subjects (for instance the teaching of the Vietnam War in Year 10 History and the novel Animal Farm, with reference to Communism, in Year 10 English)
2. Student questions
  - a. Respond to subject specific difficulties, i.e. a problem with understanding algebra
  - b. Respond to technical support questions, i.e. a computer crashed during a lesson quiz
  - c. Respond to administration questions, where applicable, i.e. dates for key events or a range of other questions
3. Grading and reporting
  - a. Grade and provide feedback on 'engagement' tasks, formative tasks within the course
  - b. Grade and provide feedback on assessment tasks
  - c. Write and compile student reports (and have these approved by academic coordinator)
4. Student engagement and well being
  - a. Post a course time-table for all subjects
  - b. Regularly audit student engagement
  - c. Be alert to inconsistencies

- d. Provide support in identified areas of concern, both academically and socio-emotionally
  - e. Communicate regularly with school authorities (i.e. the principal or academic coordinator) about student concerns
  - f. Communicate regularly with parents
  - g. Monitor and post updates on Takamuna
  - h. Keep a log of important, non-Schoolology communication on Quickschools
5. Residential Programme
- a. Design academic programme for residential weeks
  - b. Administer this on camps and in-school residentials

## **DE Administration Officer**

### **Role**

The DE Administration officer oversees the logistics of the residential program and the access of students to the online school.

### **Responsibility**

1. Residential Program
  - a. Coordinate with the Marsden Park campus and off-site venues for the residential programs.
  - b. Communicate with all stakeholders.
  - c. Facilitate payments and bookings.
2. Student Access
  - a. Manage the technical process for providing student and onsite-supervisor access to school systems.
  - b. Provide technical support in the event that there is a problem with student access.
3. Resource Management
  - a. Facilitate the shipping and handling of any physical resources to students in distance education.