 **Coordinator, Online Teaching Excellence**

The Coordinator, Online Teaching Excellence will support the delivery of high-quality remote teaching and learning experiences as the facilitator of FSW’s two online certification courses, Growing with Canvas and Blooming with Zoom. In this role the coordinator will promote, encourage, and role model excellence in online teaching through regular and substantive interaction with participants, supporting FSW’s mission to expand and innovate online and distance education to make learning accessible and responsive to global trends.

**Duration**

Fall 2023 and Spring 2024

**Supervision**

Assistant Vice President, Strategic Innovation and Online Learning

**Reassigned Time**

3 credit hours for Fall 2023 and 3 credit hours for Spring 2024

**Duties and Responsibilities**

* Facilitate Growing with Canvas and Blooming with Zoom
  + Assess participant submissions within 1-2 business days. Model excellence in online teaching presence through personalized and timely feedback.
  + Schedule weekly announcements that inform and motivate participants and provide strategies for online student engagement.
* Meet with faculty members upon completion of Growing with Canvas to:
  + Review FSW procedures and policies related to online learning.
  + Recommend individualized professional development and educational technology.
  + Emphasize best practices for online course delivery from the faculty teaching and technology handbook.
  + Share strategies for creating presence in online courses.
* Review and update FSW Online Teaching Certification courses based on participant survey feedback biannually.
* Provide mentorship for new online instructors.
  + Offer support or guidance as needed to faculty.
  + Champion pedagogy and a culture of belonging by finding common ground, promoting a positive and empathetic atmosphere, fostering collaboration, and practicing active listening.
  + Uses growth mindset as a framework for supporting online faculty personally, professionally, and academically.
* Create and periodically update a teaching and technology handbook in collaboration with the Director, Online Teaching and Learning Experience.

**Minimum Requirements**

* Full-time faculty member
* Minimum of 3 years asynchronous online teaching experience
* Experience teaching Live Online and Live Flex