

Online Academic Coordinator

General Description

The Duke University Talent Identification Program (Duke TIP) is a nonprofit organization dedicated to serving academically gifted and talented youth in grades four through twelve. Each year, Duke TIP enrolls nearly one hundred thousand new students in its talent searches through above-level testing, recognizes them for their achievements and provides them with a variety of enrichment benefits. TIP offers accelerated face-to-face and online educational programs to more than eight thousand students each year.

Academic Coordinators for Duke TIP's online programs provide course design support and professional development training during preterm and also supervise and assist online staff. The Academic Coordinator is also a "site administrator," in a virtual sense, overseeing day-to-day administrative operations of the distance learning program during the term, along with fellow Academic Coordinators.

Coordinators report to the TIP Main Office and serve as part of an administrative team.

Job Duties: eStudies

- Respond to TIP staff phone or email inquiries and messages within 24 hours
- Review online curriculum in development and revision; support preterm course developers, content experts, and revisers; and provide live and asynchronous training for staff
- Provide detailed feedback on course design and revision
- Vet and beta test course materials
- Advise on creative prompts and rubrics for projects and on Socratic discussion prompts in both synchronous and asynchronous discussion spaces
- Ensure meaningful sequences of learning activities, the majority of which are asynchronous, while also including real-time tasks for two, one-hour live sessions per week
- Oversee updating process of all courses
- Oversee mentorship process
- Provide professional development and special live session training for new staff
- Supervise instructors during summer term and provide support, assisting in problem solving of curricular, instructional, and student and parent issues
- Observe live sessions, asynchronous discussions, and other aspects of course management
- Provide weekly communications to TIP staff
- Meet regularly with TIP Main Office staff and assist in problem solving both program-wide and individual instructor issues
- Write staff performance summaries, review student and parent surveys, and complete other administrative duties as assigned
- The Academic Coordinator is a staff leader, a collaborative curriculum designer, and a professional developer and coach.
- Depth of knowledge in teaching STEM or humanities subjects or experience developing effective curriculum for a range of subjects
- Perform other related duties incidental to the work described herein

Job Duties: eInvestigators

- Respond to TIP staff phone or email inquiries and messages within 24 hours
- Provide live and asynchronous training for staff
- Provide professional development and special live session training for new staff
- Supervise instructors during the term and provide support, assisting in problem solving of curricular, instructional, and student and parent issues
- Observe live sessions, asynchronous discussions, and other aspects of course management
- Provide weekly communications to TIP staff
- Meet regularly with TIP Main Office staff and assist in problem solving both program-wide and individual instructor issues
- Observe staff and provide feedback
- Perform other related duties incidental to the work described herein

Educational Requirements

A master's in education or curriculum and instruction, and/or long-term experience with teaching and curriculum development with Duke TIP or commensurate face-to-face or online programs. Five or more years of teaching experience with gifted students. Three or more years supervisory experience, such as serving as an instructional coach, administrator, professional development expert, or department chair who provides feedback on instruction and curriculum development. Strong writing skills and communication skills.

Knowledge, Skills and Abilities

- Knowledge of LMS, the Cloud (Google apps), presentation software, and other software applications
- Experience teaching or designing problem-based learning or case study scenarios
- Proficient in current teaching practices and instructional technology
- Online teaching experience, including facilitation of live web conferencing sessions, or online instructional design experience
- The ability to engage gifted students fully in an online experience
- Collaborative, flexible, innovative, and the ability to meet frequent deadlines

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