

Online Instructor (eStudies)

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.

Online instructors for TIP's eStudies program are responsible for updating and teaching challenging and high-engagement courses for academically gifted middle and high school students using the Canvas learning management system and other selected instructional technology tools. The curriculum offers high-level questions, tiered assignments and projects, and interest-based explorations. Creative projects are encouraged and Socratic discussion is expected.

Online instructors will spend 15-20 hours per week during the seven and a half-week summer term in response to 10-14 hours of student work per week. The three-month preterm requires 5-7 hours per week to complete professional development modules, administrative training, and course materials review. The one-month post-term requires 5-10 hours per week to write student evaluations, hold optional student-parent conferences, and complete other post-term tasks.

Job Duties

- Respond to TIP staff, parent and student phone or email inquiries and messages within 24 hours during the summer term and within 48 hours during the pre-term and post-term
- Complete minor edits to course materials as directed by the Academic Coordinator and other Duke TIP staff
- Complete asynchronous and live professional development modules, including administrative training (virtual)
- Engage students and monitor student activity on the course web site on a daily basis
- Facilitate student discussions in asynchronous forums and also in two weekly one-hour live sessions
- Provide regular, timely, and substantive feedback on student assignments, both formal and informal, such as, but not limited to, tests/quizzes, writing assignments, videos, presentations, and multimedia products, discussion forum posts, portfolios, and other products and performances.
- Maintain a current gradebook, record regular video feedback, and communicate with each student about his/her performance and progress regularly
- Write complete student evaluations
- Conduct optional end-of-term student-parent conferences

Educational Requirements

A bachelor's degree and graduate coursework with specific emphasis in the course-related subject area or at least one year of teaching experience is required. Previous online teaching experience is strongly preferred. Significant graduate coursework, terminal degrees, or professional experience are preferred. Experience with elementary, middle school or high

school students is preferred. Experience with programs or curricula for academically gifted students is preferred. Or an equivalent combination of relevant education or experience.

Knowledge, Skills and Abilities

- Knowledge of LMS, the Cloud (Google apps), presentation software, and other software applications
- 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 high-ability students fully in an online experience
- Collaborative, flexible, innovative, and the ability to meet frequent deadlines

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