

2019 eTeacher Key Tasks Required for Effective Practice:

Required Practice for eTeachers This is a summary 'tick list' to help eTeachers track the tasks required. The detailed notes follow to clarify the effective eTeaching practice.

Prior to School commencing

- Your Zoom class is set up and working
- Your Volcanics email account is set up (optional but recommended)
- Email contact has been made with your students and eDeans introducing yourself, sharing the link to your Zoom class and courses requirements for your course are shared.
- Course overview is viewable and up to date on www.volcanics.school.nz
- An online presence has been developed e.g. a Google Site and shared with students and eDeans

PC School

- Your first Zoom lesson should be about getting to know your students and using the functions of Zoom. What your expectations for your students are. Your availability outside of the weekly Zoom lesson.
- Attendance is marked on PC School.
- Absences are followed up using PC School email function to eDeans
- Update ePrincipal/Assistant ePrincipal of any students in your Class who has not attending and or you have not had a reply from their eDean re attendance.
- Follow up with a weekly emails to students and eDeans that could include an overview of your Zoom lesson, work expectations and resources.

NZQA

- Details in the MOU shared with you is correct
- Completed MoUs are passed onto your Principal Nominee
- Work is marked and feedback is given in a timely fashion
- Internal assessment dates and requirements are clearly communicated with students and eDeans
- Grades for internal assessment are entered in the PC School Markbook and an email sent to eDeans with results.
- Leave comments in your Markbook for eDeans re assessments
- Standards that students are entered in are confirmed with each school by September 1
- NZQA moderation process is completed

Reporting

- Complete reports within time frame set by Volcanics
- Term 1 - 'Tick' Report on student progress
- Term 2 - full Mid Year Report
- Term 3 - full End Year Report

NOTES

Develop sound pedagogical practices relating to learning and teaching in a personalised eLearning environment. Take a student-centred approach. Use the Zoom session for discussion and tutorials. Do not become a "talking head" giving a lecture-style delivery of content. Use your tools eg Google Site, Google Docs, as a key source of information for eStudents.

Build effective student-teacher relationships: eTeachers need to be well organised and must be aware of the unique communication requirements of eLearning using devices and on-line tools.

Course overviews, standards to be tested, assessment statements and learning activities: ensure that these are updated regularly and sent to students or posted on the online site that you are using eg Google sites.

Mark student work, return it and provide feedback in a timely fashion (varies from subject to subject). As a rule of thumb teachers should work on a one week turn-around. Copy eDeans into student feedback.

Inform all eStudents and eDeans about the correct course materials (textbook, practical work resources): It is the responsibility of the eStudent's own school to provide these. eStudents should have a device with a camera and microphone.

Attend Volcanics eTeachers meetings – these will take place by Zoom monthly.

Maintain close contact with your eStudents' eDeans. Inform the eStudent's eDean where there are problems with behaviour in class or the non-submission of work. Also inform them when things are going well. COPY the eDEAN into emails that you are sending to eStudents. Some eDeans appreciate being a "user" on your online website. eDeans will be able to view your PC Schools attendance and markbook. Notify the eDean if you are using a Facebook group with the class. Do not use personal Facebook accounts. Also notify the eDean if eStudents are finding that your required websites are being blocked from them.

Internal Assessments and Reassessments: Keep eStudents and eDeans clearly informed about the timing of these. Email the written material to the eDean in a confidential email. The eDean organises the "assessment conditions" for the eStudent.

NZQA Memoranda of Understanding (MOU): Verify the standards for the MOU

Grades for Internal Assessments: These entered in the markbook and can be sent in writing or by email, to the eDean or PN for data entry into the school's SMS (eg Kamar).

NZQA Moderation of Internal Standards: N.B. your school is the eStudents' External Provider' for NCEA.

Reporting: The Volcanics ePrincipal will provide reporting dates for Volcanics reports. There will be reports at the end of Terms 1 and 2 and then another report before Seniors' Exam Leave. Your reports are on PC School. You will write your comment, the eDean will be asked to write their comment. Reports are printed/shared by the eStudents school.

Practice Examinations: Request examination dates from eStudent's schools so that assessment material can be provided for the exams

Prioritise and Attend Volcanic eTeacher Meetings - these will be Zoom meetings

THANK YOU VERY MUCH FOR ALL YOUR WORK IN THIS VERY IMPORTANT ROLE

Never hesitate to contact the

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