Position Title: Online Course Supervisor
Reports To: Director of Academics
Location: Remote/Online

Position Overview

The Course Supervisor is responsible for supervising and supporting students in asynchronous online courses. This role includes grading student coursework, providing academic feedback, and ensuring students stay on track with their learning objectives. The Course Supervisor will work closely with instructors, students, and administrative staff to foster a productive online learning environment.

Key Responsibilities

- **Student Supervision:**
  - Monitor and track student progress in asynchronous online courses.
  - Ensure students are completing assignments and meeting course deadlines.
  - Provide guidance and support to help students stay engaged and motivated.
- **Grading and Feedback:**
  - Assess and grade student assignments, exams, and other coursework in a timely manner.
  - Provide detailed, constructive feedback to help students improve their understanding and performance.
  - Maintain accurate and up-to-date records of student grades and progress.
- **Academic Support:**
  - Respond to student inquiries and provide academic assistance as needed.
  - Identify and address any academic issues or barriers to student success.
- **Communication and Collaboration:**
  - Maintain regular communication with students through email, discussion forums, and virtual office hours.
  - Collaborate with course instructors to ensure alignment on grading standards and academic expectations.
  - Communicate student progress and concerns to parents, instructors, and administrative staff.
  - Participate in training and professional development to stay current with best practices in online education.

Qualifications

- **Education:** Bachelor's degree in Education, a specific subject area, or a related field. Master's degree preferred.
- **Experience:** Minimum of 2 years of experience in teaching, tutoring, or academic supervision, preferably in an online or asynchronous learning environment. Experience with grading and providing academic feedback.
- **Skills:** Strong organizational and time management skills. Excellent written and verbal communication skills. Proficiency with online teaching tools and platforms (e.g., LMS, grading software). Ability to work independently and manage multiple responsibilities.
- **Personal Attributes:** Detail-oriented and committed to maintaining high academic standards. Patient, empathetic, and dedicated to supporting student success. Adaptable and open to learning new technologies and teaching methods.

Working Conditions

- Fully remote position with flexible working hours.
- Must have a reliable internet connection and a suitable workspace for virtual supervision and grading.
- Some evening or weekend hours may be required to accommodate student schedules.