

CORRESPONDENCE TEACHER 4

GENERAL

This is professional teaching of a specialized nature involving the instruction of students in high school subjects. The employee prepares, plans, writes and revises courses using the provincial course study as a guideline. The employee from time to time also prepares an outline and writes a course for which no provincial course study outline is available.

TYPICAL DUTIES

Prepares, plans, writes and revises correspondence courses, lessons, assignments, tests, keys and answers for high school subjects. Selects, from the authorized multi-text list, textbooks which are suitable for correspondence instruction. If a suitable text is not available from the list, reviews and selects other texts which are suitable for correspondence instruction.

Evaluates and revises courses in terms of student progress as evidenced by lessons completed, assignments submitted, marks obtained and approved suggestions from the high school marker.

Provides additional assistance to students with difficulties in their studies.

Corrects and grades lesson assignments, tests, examinations, etc.

Maintains all student records and submits reports on dilatory students and those not making satisfactory progress.

Supervises high school markers and special examiners engaged to mark term examinations and the typing and proofreading of typed manuscripts.

May serve on a committee which sets regular examinations in high school subjects for the High School Examination Board.

Performs other duties as assigned.

QUALIFICATIONS

Education, Training and Experience

Permanent Professional Certificate and five years' teaching experience at the high school level.

Physical Standards

Physically capable of performing the duties assigned.