**Global High School Roles and Responsibilities Summary**

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| **Preparing for a New School Year** | | | | |
| **Campus Administrator** | **Campus Teacher** | **Online Course Teacher** | **Campus Class Supervisor** | **Rosedale Program Manager** |
| * New administrator: Participate in ESL Placement Test Training, Student Registration Training, Course Enrolment Training and Zoom Q & A with Rosedale * Provide Rosedale Academy with your school year course schedule * Set up classrooms with required equipment and internet access * Set up teachers’ office with required equipment | * Review your whole course to familiarize yourself with the content and assessments * Review the lesson plans and prepare your tweaked version for the first weeks’ lessons * Check with campus admin for any last-minute schedule changes one week before start time | * Review your whole course to familiarize yourself with the content and assessments | * Support campus administrator in set up of classroom and teacher’s office | * Review school year course schedule * Provide Moodle training for new campus and online teachers |

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| **Student Registration** | |
| **Campus Administrator** | **Rosedale Program Manager** |
| * Submit student registration information online * Administer ESL placement test to new students with a focus on academic integrity (ESL placement tests can only be taken one time per student) | * Liaise with Rosedale admin to monitor courses to be offered, start and end dates, number of students, etc. * Assign online course teachers to each course |

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| **Course Start Up** | | | | | |
| **Campus Administrator** | **Campus Teacher** | **Online Course Teacher** | **Campus Class Supervisor** | **Rosedale Program Manager** | **University/College Counsellor** |
| * Send completed course enrollment form to Rosedale * Provide teachers with class list and introduce classroom TA/Supervisor | * Create a course schedule using the course timeline template provided by Rosedale and send to your PM for approval * Meet with your TA/Class supervisor to discuss how you will work as a team and outline roles and responsibilities * Review school and classroom policies with students in the first few days of class and play the online course teacher intro video * Review the essential skill checklist with students and its purpose * Provide the passwords of unit tests from Program Manager | * Prior to the course start date, send an introduction message in Moodle to the campus teacher and students * Prepare a very brief Zoom recording introducing yourself to your new students. * Meet with the campus teacher and program manager via zoom to review the course schedule | * Meet with campus teacher to discuss how you will work as a team to support student learning | * Review course schedule provided by campus teacher * Arrange for a zoom meeting between the campus and online teachers * Issue new teacher survey to students 3 weeks into the course. * Review results of new teacher survey with Rosedale team, campus teacher and campus administrator * Create a folder for each campus on OneDrive for unit tests * Create WeChat Group for each course among PMs, CTs, and OTs | * Participate in Rosedale Counsellor Training |

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| **Academic Integrity** | | | | | |
| **Campus Administrator** | **Campus Teacher** | **Online Course Teacher** | **Campus Class Supervisor** | **Rosedale Program Manager** | **University/College Counsellor** |
| * Ensure all staff complete the academic integrity mini course on Moodle * Arrange for a member of campus staff to deliver the course to new students * Enforce academic integrity policy with students and staff | * Ensure all students complete the academic integrity course * Monitor student work to ensure academic integrity policies are followed * Discuss any concerns regarding student work with the online course teacher and the program manager | * Monitor student work to ensure academic integrity policies are followed * Discuss any concerns regarding student work with the campus teacher and the program manager | * As directed, complete the academic integrity mini course and support the delivery of this course to students * Ensure that all students meet the academic integrity policy guidelines throughout the year | * Address any issues of academic integrity in consultation with the online and campus teachers | * Support campus staff in the delivery of the academic integrity mini course |

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| **Ongoing Responsibilities** | | | | | |
| **Campus Administrator** | **Campus Teacher** | **Online Course Teacher** | **Campus Class Supervisor** | **Rosedale Program Manager** | **University/College Counsellor** |
| * Maintain ongoing timely communication with Foreign teaching staff * Review the weekly status reports submitted by campus teachers and provide necessary support * Monitor course progress and schedule * Meet with Rosedale administrative staff as required * Any inquiries regarding courses and students’ concerns (e.g. marks) should be directly reported to Rosedale Program Manger | * Maintain ongoing communication with your TA/Class supervisor and campus administrator * Be proactive in reaching out to campus staff for support * Complete the weekly status report for your class and submit to the campus administrator if applicable * Review lesson plans for each day in advance and check links and videos to ensure they are working prior to class * Ensure students meet the assignment deadlines and where necessary apply the Late and Missed assignment policy * Submit a test request email to the online course teacher three days before the test date * Review assignments, tests and exams with students upon receipt of grades to help them understand how to improve * Monitor student grades and progress in Moodle * Upload Unit tests Feedbacks to OneDrive created by PMs | * Respond to all student and campus teacher inquiries in a timely manner (max. 36 hours) * When requested (for Math and Science courses), send unit tests, exams etc. to the campus teacher * Provide assignment grades and feedback no later than 3 business days after the deadline * Provide unit test grades and feedback no later than 5 business days after the test submission * Ensure that time commitments identified in the Service Level Agreement (SLA) are met for all graded work * Interact with students beyond the grading | * Maintain ongoing communication with your classroom teacher * Provide feedback to teachers regarding any concerns expressed by students * Support the classroom teacher and students by providing additional individual tutoring or support to students as needed | * Respond to campus teacher and online course teacher academic requests and concerns within 36 hours | * Send a list of graduating students to Rosedale in early October * Meet with students and parents of graduating students to discuss application process and to apply to universities/   colleges. |

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| **Mid-term** | | | | | |
| **Campus Administrator** | **Campus Teacher** | **Online Course Teacher** | **Campus Class Supervisor** | **Rosedale Program Manager** | **University/College Counsellor** |
| * Share information regarding the evaluation of student essential skills with parents as necessary * Distribute mid-term report cards to students and parents | * Have students complete the essential skills self-evaluation checklist * Meet individually with students to provide your assessment of their essential skills * Scan and send the completed forms to the online course teacher and the campus administrator * Ensure students complete the online course survey | * Enter student term marks and comments in Maplewood including learning skill evaluations * Notify Rosedale Academic operations when the mid-term grades are ready | * Support the campus teacher in scanning and sending the completed Essential skills forms to the online course teacher and the campus administrator | * Review student progress * Review results from student course survey and share with the campus administrator and teacher | * Review and share information regarding the evaluation of student essential skills with parents as necessary |

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| **Exams – Mid-term and Final** | | | |
| **Campus Administrator** | **Campus Teacher** | **Online Course Teacher** | **Campus Class Supervisor** |
| * Monitor and maintain confidentiality and academic integrity in supervision of exams | * Request the exam (for Math and Science courses)from your online course teacher one week prior to the date it is to be written * Maintain confidentiality of the exam * During the exam remain vigilant and circulate throughout the room * Scan and send the completed forms to the online course teacher and the campus administrator | * Upon receiving a request (for Math and Science courses), send the exam to the campus teacher * Provide exam grades and feedback no later than 5 business days after the exam submission | * Support campus teachers in scanning and sending completed exams to the Online course teacher and program manager * Support the campus teacher in arranging the classroom with separated desks or tables for the exam |

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| **End of Course** | | |
| **Campus Administrator** | **Campus Teacher** | **Rosedale Program Manager** |
| * Distribute final report cards to students and parents * End of School Year – Receive and distribute diplomas, final transcripts and scholar certificates in July | * In the last two weeks of the course monitor the gradebook more frequently and set deadlines and goals for students with outstanding assignments. * Have students complete the essential skills self-evaluation checklist * Meet individually with students to provide your assessment of their essential skills * Scan and send the completed forms to the online course teacher and the campus administrator | * Work with Rosedale Academic Operations to ensure report cards are processed and sent to campuses * Review student progress |

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| **Teacher Performance Appraisal** | | | |
| **Campus Administrator** | **Campus Teacher** | **Online Course Teacher** | **Rosedale Program Manager** |
| * Provide input to Rosedale administration regarding teacher performance | * Participate in ongoing professional development as required by Rosedale * Submit video recordings of teaching as required | * Participate in ongoing professional development as required by Rosedale | * Monitor teacher performance as required * Provide support, strategies and professional development as required |

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| **Community Involvement Requirements** | |
| **Campus Administrator** | **Campus Class Supervisor** |
| * Support community involvement hour completion by arranging for appropriate volunteer opportunities for students to begin by mid-February at the latest * Ensure all required hours are completed by mid-June * Scan and submit completed forms to Rosedale | * Support campus administration in arranging for appropriate volunteer opportunities for students |

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| **OSSLT** | | | |
| **Campus Administrator** | **Campus Teacher** | **Campus Class Supervisor** | **Rosedale Program Manager** |
| * Receive the list of students who are required to complete the OSSLT from Rosedale and inform students and parents. * February: Ensure that students begin prepping for the OSSLT through the Moodle prep module * Ensure that all Ministry policies regarding the administration of the test are met * March: Ensure that OSSLT materials are stored in a secure place upon arrival and all confidentiality requirements are met. * May: Review OSSLT results received from Rosedale and send OLC40 course enrolment to Rosedale | * Ensure that students complete the Rosedale OSSLT preparation course * Provide students with opportunities to complete practice tests * Ensure that all Ministry policies regarding the administration of the test are met * During the exam remain vigilant and circulate throughout the room | * Ensure that all Ministry policies regarding the administration of the test are met | * Communicate the date and pertinent information about OSSLT to the campus admin and teachers |

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| **University/College Applications** | |
| **Campus Administrator** | **University/College Counsellor** |
| * Ensure that campus counselling staff participate in OSSD and Guidance Counsellor training and provide support to students in completing their applications * Ensure that students meet all application deadlines * October: Have an information session for parents and students regarding university/college applications | * October: Be aware of early application deadlines (Oxford and Cambridge) * October: Support students interested in top ranked US schools in starting their applications on the Common App * October-November: Meet with students and parents to discuss university/college applications * November: Distribute application access codes for OUAC that is sent by Rosedale in mid-November. * January: Ensure students meet the application deadline for OUAC * February: Support students in understanding emails received from universities, in setting up their university application portals and ensure that all supporting documents are submitted including IELTS/TOEFL scores * April: Check student marks on OUAC to confirm that all mid-term marks are present and correct. * Monitor student offers of admission and report offers to Rosedale * Ensure students have accepted their university offer by the deadline set by the university and/or OUAC * Support students through the process of paying any fees required |