**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
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