



Position Title:	E-Portfolio Coordinator	Job Code:	0792B
Reports To:	School Director, Education	Job Group:	PEC
Department:	School of Education	Salary Grade:	16
Prepared By/Date:	Jennifer C. Brito/05-13-2010	FLSA Status:	Exempt
Approved By/Date:	Susan Neimand/05-04-2010		
Revised:	Jennifer C. Brito/05-13-2010		

Summary:

The E-Portfolio Coordinator is responsible for overseeing the E-Portfolio process for the School of Education programs.

Essential Duties and Responsibilities:

- Assists students with E-Portfolio development and improvement in Live Text, which is a State requirement for graduation and teacher certification.
- Reviews E-Portfolio for accuracy, progress, and standards completion as per State standards
- Conducts E-Portfolio workshops for faculty and students.
- Monitors continuously portfolio entries for quality and completion as students progress through the School of Education program
- Provides student support on student progression in their program and mastery of their subjects, which includes tutoring students with writing skills, providing assistance and feedback on their E-Portfolio.
- Reviews processes and procedures and makes recommendations on improvement.
- Coordinates with SOE administration for additional E-Portfolio review(s)/reviewers
- Tracks students through field experience and completion of all requirements
- Works with all School of Education administrators on student progress and other reports
- Performs other related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of Microsoft office software and specific computer programs related to area of responsibility
- Expert knowledge and skill of technology including college online systems (LiveText, Odyssey, Angel, WebCT)
- Knowledge of FDOE E-Portfolio standards for FEAP and other national state standards (ESOL, Competencies and Skills)
- Excellent organizational, interpersonal, and communication skills (both verbal and written)
- Must be self-motivated and able to work independently with minimal supervision
- Must be precise and exacting in work product
- Ability to prioritize and organize multiple tasks to meet deadlines
- Ability to work effectively in a team environment
- Ability to work effectively with faculty, staff, administrators and the general public using tact, poise, patience and courtesy,
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, staff and members of the community

Work Environment:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree from a regionally accredited institution and three (3) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name