



Position Title: Part-Time Live Text E-Portfolio Manager

Job Code: 8104B

Reports To: School Director, Education

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Live Text E-Portfolio Manager is responsible for overseeing the E-Portfolio Review process for the School of Education programs.

Duties & Responsibilities:

- Reviews E-Portfolios for completeness and readiness for faculty review
- Contacts students to indicate need for E-Portfolio improvement
- Monitors student E-portfolio entries on a regular basis
- Arranges support systems for students
- Reviews processes and procedures for Live Text and suggests improvements
- Creates reports related E-Portfolios
- Attends job-related meetings
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree from a regionally accredited institution and three (3) years of related experience
- Expert knowledge of Live Text
- Familiar with E-Portfolio standards for the Florida Educator Accomplished Practices (FEAP)
- Self-motivated and able to work independently and with minimal supervision
- Possess strong interpersonal and organizational skills
- Proven experience in dealing with faculty, students, administrators, and the general public using tact, poise, patience and courtesy; must be a team player
- Able to prioritize and organize multiple tasks to meet deadlines
- Precise and exacting in work product
- Able to work effectively with people in a multi-cultural, multi-ethnic environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name