



**Position Title:** Part-Time School of Education College-wide Portfolio Reviewer

**Job Code:** 8104

**Grade:** HI

**Reports To:** Department Chair

**FLSA:** Exempt

**Job Description:**

The Part-Time School of Education (SOE) College-wide Portfolio Reviewer will be responsible for revising and assessing students' portfolios in the different content areas within the School of Education. This individual ensures that students' portfolios meet the highest standards established by the School of Education, the State, Federal, and accrediting bodies.

**Duties & Responsibilities:**

- Assesses student portfolios within the timeline established in the SOE
- Applies SOE guidelines and procedures for student portfolio evaluation
- Ensures usage of correct grammar and writing style
- Ensures students incorporate artifacts and assignments required as part of the program courses
- Provides feedback to students through Live Text regarding their level of performance according to the rubric for portfolio evaluation
- Submits reports for evaluation regarding the performance level of students assigned
- Responds to student inquiries about evaluation of portfolios
- Assists in providing correct, detailed and accurate portfolio results for program reports
- Completes special projects, research reports, or other State required reports
- Attends job-related meetings
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in Education or a related field from a regionally accredited institution
- Must have at least three (3) years of experience teaching college-level courses
- Must have excellent written and oral communication skills and exceptional organizational and interpersonal skills
- Knowledge of the College on-line systems (i.e. Odyssey, WebCT, LiveText, etc.) preferred
- Knowledge of Florida Educator Accomplished Practices
- Thorough understanding of computer application (i.e. Excel, Access, Word, PowerPoint, etc.)
- Must be self-motivated and able to work independently or with minimal supervision
- Strong interpersonal skills and strong organizational skills
- Experience in dealing with faculty, students, administrators, and the general public using tact, poise, patience, and courtesy
- Ability to prioritize and organize multiple tasks in order to meet deadlines

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name