Appendix C: Description of an Effective Teacher

Description of an Effective Distance Teacher

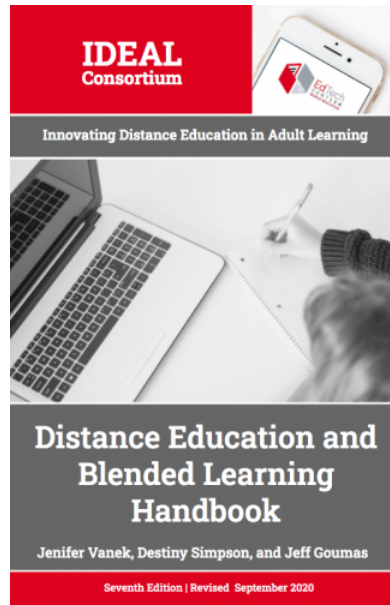***Source:*** *Minnesota Adult Basic Education Distance Learning*

General

- Highly digitally literate/competent, including confidence with troubleshooting distance learning platforms, and preferably computer issues
- Data-minded and detail-oriented; knowledge of or willingness to learn spreadsheet or basic database skills
- Experience/comfort with a diverse range of adult learners and English language learners
- Ability to prioritize tasks
- Willingness to create, learn, and constantly adapt and improve systems
- Organizational skills

Specific to Distance Learning

- Understanding of basic premises informing distance learning in adult education (types of delivery models, best practices, etc.)
- Familiarity and compliance with state distance learning policy
- Understanding of basic digital literacy instruction and use by learners
- Understanding the type of learner for whom distance learning is appropriate and useful
- Working knowledge of distance learning in the following areas: Recruitment,
- Screening/Orientation, Instruction and Tools to Support Instruction, and Assessment and Reporting
- Ability to effectively address issues related to learner persistence and overcoming barriers
- Familiarity with distance learning platform(s) used
- Following distance learning naming conventions and data reporting requirements
- Developing (or using a previously developed) distance learning implementation plan
- Participation in distance learning professional development, ongoing

Highly Recommended: Completion of IDEAL 101

Consortium, I. (2020). *IDEAL Distance Education and Blended Learning Handbook*. EdTech Books. Retrieved from https://edtechbooks.org/ideal_dl_handbook