

DISTANCE EDUCATOR: A Multiskill Personality

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ABSTRACT

When we talk about a distance educator and a conventional educator the difference we found about both of them is that, a distance educator needs to play multiple roles as compared to a conventional educator. They require more skills and knowledge cater to the needs of the learner. In this article we will cover all the responsible areas of a distance educator & why we should consider them as a multiskill personality?

INTRODUCTION

When we are saying that a distance educator is a multiskill personality, the rationale behind this is the role & responsibilities played by a distance educator are numerous. He/she should be a good planner, implementer & evaluator. Besides that he/she should be an effective coordinator & be proactive in all of his/her actions.

Keywords: SIM-self instructional material, SME- subject matter expert, ID- instructional designer, Virtual Class- live class through internet

Responsible Areas Of A Distance Educator

To Analyze The Need Of Learners

The most important role of a distance educator is to analyze the need of the learners. This need analysis can be carried out with the help of feedback received from the existing students, alumni, industry expert & various other stakeholders who are directly or indirectly associated with the organization.

To Help In Designing The Course Material

The distance educator also helps in designing the course material. Once the need of the learner is analyzed based upon these needs a program is identified, the educator works on the designing of material.

Coordinate With Authors/SME

Another responsibility of the distance educator is to coordinate with the authors/SME, which get selected after a long procedure of selection for the preparation of content material.

Meeting With Academic Bodies

The distance educator need to conduct meetings with academic bodies for curricula & content development of various programs & for the implementation of academic decisions.

Coordinate With Instructional Designer

The educator coordinate with the instructional designer regarding the designing of the approved content material. She/he plays a vital role to maintain coordination between the SME & ID.

Writing of SIM

If the educator has already written some articles & research papers. Then he/she can write some chapters of the Self Instructional Material.

Coordinate With The Evaluation Department

The educator need to coordinate with the evaluation department regarding the various type of evaluation methodology applied to the program. He/she also plays active role in finalization of evaluation methodology with evaluation department.

Implementation of the Program

Regarding the implementation of the program the educator needs to prepare the various implementation methods. For eg. They need to prepare the lectures for the personal contact & virtual classes. They need to plan some online interaction sessions for the learners (For eg. Symbiosis Centre for Distance Learning is providing this facility to the learners where they can solve their queries related to the SIM during a one hour online session with the concerned faculty).

Evaluation of Projects, Files, Case Studies

Various evaluation methodologies are developed for the different Programs. The educator needs to evaluate these projects, files & case studies whenever required. They need to coordinate with the outside experts for the preparation of question banks & evaluation of these projects also.

Feedback From The Learner

The educator need to plan the method through which they can take the feedback from the learner on various aspects of the program. Eg. feedback regarding the content, design, development, implementation, evaluation & effectiveness of the program.

COUNSELING

This is also one of the important roles played by the distance educator. They need to counsel the prospective as well as existing students who approach them regarding the selection of program, completion of the program & to motivate learners for timely completion of exams, assignments & projects.

RESEARCH

To keep himself/herself updated with the latest research in the area of distance education, he/she should constantly work on this area. He/she should write articles, case studies & do some contribution in research based on the distance learners.

SUMMARY

Distance educator needs to play multi roles in the field of planning, designing, developing, implementing & evaluating the self instructional material. So he/she should be humorous, intelligent, disciplined & proactive for the effectiveness of the work.

CONCLUSION

It is mostly a perception of people that the distance educator requires fewer skills as they need to do small jobs as compared to the conventional educators. But in fact the distance educator needs to do various jobs which help them to reach non-traditional students, developing new ideas, using technology, being intellectually challenged, growing personally and professionally, improving teaching and building one's own credentials (Wolcott and Betts, 1999).

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Dr. Sangeeta MALIK is working as an Assistant Professor with Academics Department of Symbiosis Centre for Distance Learning. She started her career from a school where she involved not only in teaching activities but also in other developmental activities of the school like developing new teaching techniques, development of various teaching aids and the supervision work. She worked as a lecturer in College of Home Science, Maharana Pratap University of Agriculture and Technology, Udaipur. She also worked in Govt. Meera Girls College, Udaipur where she conducted classes for PG students and also guide students in their thesis work. Presently she is working with Symbiosis Centre for Distance Learning as an Assistant Professor, faculty of Education, Humanities & Social Sciences. She is involved in various responsibilities here like preparation, implementation & evaluation of self learning material, conducting virtual classes & online faculty interaction sessions, counseling learners, coordination & follow up with authors. She has done her PhD, MSc. & BSc. from I.C. College of Home Science, CCSHAU Hisar, Haryana. Her dissertation title at Ph.D & M.Sc. were "Impact of Intervention Package on Social Problem Solving Skills of 6-8 Years old Children" & "Impact of Intervention package on Mental Abilities of 5-6 Years old slow learners" respectively. She also did Post Graduate Diploma in Human Resource Management from SCDL, Pune in 2011. She cleared National Eligibility Test (NET) in 2001. Through all her degree programs she was a University scholarship holder. She got appreciation certificate from Board of School Education Haryana for effective teaching. Her research paper got the award of best paper at 8th international and 39th national conference of IAAP on positive health and well being held in MD University Rohtak, Haryana. She has published 6 papers in International and National Journals.

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