**Instructor Criteria**

A critical step in building a successful e-learning program is recruiting the instructors who will be trained to deliver online professional development workshops to teachers. During the training, instructors will gain direct experience with online course tools, asynchronous discussions, and specific strategies for online facilitation. They will also develop an understanding of key implementation issues such as access, universal design and evaluation.

While prior experience with online learning is not required to participate in the training, there are a number of other qualities to look for among potential instructors. These include:

- Interest in online learning and teaching
- Skills, experience and interest in delivering professional development (and in the case of classroom teachers: good teaching skills)
- Strong interpersonal skills and the ability to connect with others
- Content knowledge relevant to the workshops to be offered
- Strong communication skills and the ability to write clearly and correctly
- Ability to use email and a web browser
- Willingness to commit to 10 weeks of training and an additional 7 weeks to deliver an online workshop
- Willingness to commit to 4 to 6 hours a week during training and 6 to 8 hours per week during workshop delivery
- Availability to offer workshops during the timeframe needed
- Connection to or interest in delivering workshops to teachers in schools and districts targeted by your state plan, including the focus on high-need districts

Most participants find the instructor training and subsequent workshop delivery to be a rewarding experience and an excellent opportunity to build their leadership skills and to grow professionally. However, it’s important that potential instructors be fully aware of the time and work commitments required of them before signing them up for training. Otherwise, participants may not be fully prepared for the work load.

Successful instructors have come from a variety of job roles such as: teachers (including special educators), administrators, professional development coordinators, library media specialists, technology coordinators, curriculum specialists and Title 1 or other program staff.