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).

REFERENCES


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