
JOB POSTING

Position(s): e-learning Coordinator

Location: District Wide

Qualifications:

- Certified teacher comfortable integrating technology into instruction, willing to learn, and spread knowledge; AND
- Experience educating teachers or other adults in the integration of technology for instruction, management, and productivity using all of the following modes: modeling, one to one, small group or large group; AND
- Uses technology on a regular basis within his or her own classroom for instruction, classroom management, and as a tool to help differentiate instruction; AND
- Understands key learning theories and methods of research-based instruction as related to technology integration, particularly in an online, e-learning environment; AND
- Possess thorough knowledge of Federal and State regulations as they relate to student data privacy.

Summary:

The e-learning Coordinator is first and foremost a technology coach who inspires and facilitates comprehensive integration of technology to differentiate and enhance student learning and support transformational change throughout the instructional environment.

Professional development is the formal means through which you will promote the continuous learning and improvement among educators and educational leaders. Elevating the role of technology in the classroom from that of supplement to a core teaching component requires a shift in instructional practices. This position will provide structured support and necessary "just in time," embedded, and ongoing technology-related professional development for teachers and instructional leaders.

This role will also define and support the districts transition to online learning via a full featured Learning Management System (LMS). This transition will require the e-learning Coordinator to take lead in adoption, configuration and population of the LMS with lessons and resource designed for e-learning. This position will support teachers in shifting instructional design and practice into the LMS while appropriately cultivating related digital lessons and resources.

Major Responsibilities and Duties:

- Act as a liaison for the needs of staff (and students) through serving as a member of the district technology steering committee.
- Conference and collaborate with other coaches and instructional leaders for the purpose of planning professional development activities.
- Collaborate with individual teaching staff to define their specific technology training needs.

- Train faculty and staff to adapt curriculum and assignments from classroom to online learning methods.
- Collaborate in the configuration, management and evaluation of the LMS and related instructional technology materials.
- Provides standards and best practices for teachers to tie blended learning into e-learning lesson design within the LMS.
- Communicates with school and district personnel, parents, and community to share information about the e-learning program.

Essential Skills and Abilities:

Excellent verbal and written communication skills; Ability to work well with technical and instructional colleagues, administrators, teachers and students; Thorough understanding and knowledge of current online and face-to-face learning communities for both students and educators that are focused on creativity, innovation, cognitive complexity, and the effective integration and implementation of learning technologies.

To perform this job successfully, an individual must be able to perform each of the outlined major responsibilities and duties satisfactorily. The responsibilities mentioned are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.