

BRIEF DESCRIPTION OF POSITION:

The Coordinator of Distance Learning under the supervision of the Director of Learning Support Services/Chief Technology Officer plans, organizes and implements district-wide professional learning programs to support the integration of distance learning into daily instructional practice. The Coordinator, Distance Learning will work to develop distance learning program goals or plans, including course offering plans and develop educational goals, standards, policies, or procedures involved in a Distance Learning environment. Assists and provides support to site and district leadership in the implementation of distance learning goals and objectives and recommends relevant technologies as part of that implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supports instructional design for staff teaching on-campus and distance learning courses including development of instructional strategies, course materials, assessment techniques, appropriate integration of instructional technologies and best practices.
2. Communicates to staff, students, or other users' availability of, or changes to, distance learning courses or materials, programs, services, or applications.
3. Communicate organizational policies and procedures.
4. Designs, develops, and delivers workshops and online training to staff in the use of instructional technologies and educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.
5. Facilitates and supports professional learning for certificated personnel to maximize effective use of the District's learning management system.
6. Works collaboratively between Learning Support Services and school sites to ensure a positive, collaborative working relationship that supports the effective implementation of distance learning applications and best practices.
7. Regularly assesses distance learning technological or educational needs and goals.
8. Works collaboratively with Director/CTO to prepare and manage distance learning program budgets.
9. Troubleshoot and resolve issues pertaining to distance learning equipment or applications.
10. Analyze data to assess distance learning program status or to inform decisions for distance learning programs.
11. Prepares reports summarizing distance learning statistical data or describing distance learning program objectives and accomplishments.
12. Monitor technological developments in distance learning for technological means to expand upon educational or outreach goals.
13. Review distance learning content to ensure compliance with copyright, licensing, or other requirements.
14. Facilitate the work of vendors that provide products or services for distance learning programs.
15. Communicate technical or marketing information about distance learning via podcasts, webinars, and other technologies.
16. Write and submit grant applications or proposals to secure funding for distance learning programs where applicable.
17. Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Ability to communicate effectively in person, writing and in a virtual setting
- Interpret policy, procedures and data.
- Maintain emotional control under stress.
- Current distance learning trends and resources.
- Current research methodology

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Frequent district-wide and occasional travel outside the District.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

REQUIREMENTS:

WORK YEAR: Certificated Management Work Year

CREDENTIAL: Current valid Teaching Credential or Pupil Personnel Services or other Support Services Credential (required) and Current Administrative Credential (preferred)

EDUCATION: Master's degree in education or related field from an accredited college or university (preferred)

EXPERIENCE: Three years successful experience as a certificated teacher or in other certificated support credential service (required); Successful experience as a school site administrator (preferred); Successful experience as a Learning Design Coach or Teacher on Special Assignment (preferred); Extensive experience working with diverse student populations. Experience working with technology.

OTHER: Industry standard Educational Technology Certifications (preferred); Experience providing Professional Learning on Technology (preferred) Bilingual in Spanish (preferred/not required)

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)