JOB DESCRIPTION

Responsibilities: The Training & Systems Coordinator uses a comprehensive knowledge of teaching skills, technology, and technical writing to facilitate the use of technology and the learning management system across the District. This position is responsible for all aspects of the learning management system, the content included in the system, and customer service related to the system. This individual provides ongoing professional development for technology solutions used District-wide to support initiatives focused on strengthening staff and students' 21st Century technology skills. The IT Training & Systems Coordinator creates a variety of training materials for face-to-face, blended learning, and online learning opportunities for the Kyrene community and will support the IT training needs for both District support and certified staff. The IT Training & Systems Coordinator will work under the guidance of the IT Department leadership.

Duties and Responsibilities

- Provide technical writing, support and training for systems and equipment supplied by the Information Technology Department;
- In collaboration with IT Certified Coordinators and Videographer, the IT Training & Systems Coordinator will plan, facilitate and deliver professional development in support of district mission, vision and goals;
- Develop weekly, monthly, and annual trainings for faculty, staff and administration promoting the use of technology aligned to job responsibilities;
- Communicate with District personnel/departments to create custom technical training documents;
- Work in partnership with staff, departments, and administrators to determine specific training needs;
- Administer support of all technologies used throughout the District;
- Develop and oversee procedures and policies for managing and monitoring the learning management system;
- Coordinate and conduct on-going Learning Management System (LMS) training sessions for faculty and staff;
- Design and conduct software trials and pilots related to designated systems;
- Supervise system improvements;
- Provide technical information and support to District staff;
- Maintain and provide documentation for systems and related processes including production of reports;
- Attend sub department meetings to gain insight and knowledge of IT specialties;
- Attend professional development trainings as directed by administration;
- Provide excellent customer service;
- Work independently in a fast-paced and demanding environment while also functioning as a member of an IT support team;
- Pursue professional growth activities in order to be current in new educational media technologies.
- Assist students and faculty members in the implementation of new technology materials and equipment;
- Other duties as assigned.

Job Skills

- Possess strong verbal, written, organizational, administrative, and interpersonal skills;
- Ability to write technical training materials and manuals;
- Ability to understand technical language;
- Communicate effectively with teachers, staff and administrators or orally and in writing;
- Ability to present ideas effectively to individuals or groups;
- Deliver presentations suited to the characteristics and needs of the audience;
- Prior technical writing and/or training experience;
- Prior experience managing a K12 learning management system;
- Ability to build effective relationships with staff in order to promote a climate of continuous professional growth;
- Extensive knowledge in MS Office productivity tools;
- Experience with on-line/cloud collaboration suites preferred (Google/Office365)
- Knowledge of pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- Knowledge of school district policies, procedures, organization structure and school requirements;
- Ability to work under pressure to meet timelines and handling multiple and changing priorities;
- Ability to provide the highest level of customer service and public relations;
- Ability to establish and maintain harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

Minimum Qualifications Required:
Bachelor's Degree in related field preferred;
Prior experience as a teacher, instructor or trainer;
Prior experience as a technical writer/editor;
Prior experience creating or managing a learning management system;

Special Requirements: Must possess a valid Arizona Driver's License by hire date. Must obtain an Arizona IVP Fingerprint Clearance Card if offered position.