



COORDINATOR, DISTANCE LEARNING

GENERAL RESPONSIBILITIES

Under the direction of the Director of Instructional Technology, the position is responsible for providing leadership in the instructional program through the development and implementation of the school division's distance learning and online learning programs and offerings.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Collaborate with the Department of Teaching and Learning, and the Department of School Administration to select and develop online courses and learning activities for incorporation into online courses.
- Coordinate the implementation and maintenance of online courses and course offerings.
- Identify online courses offerings for each of the delivery calendars; select, hire, and train online instructors.
- Develop the annual Quality Connection distance-learning schedule for middle and high schools.
- Oversee staff members who support the distance learning programs.
- Enroll and register students in the online learning management system.
- Coordinate needed administrative issues pertaining to student grades for both the Virginia Beach Digital Campus and Quality Connection distance learning programs.
- Provide instructional support for teachers in effective use of Quality Connection distance learning labs and class delivery software.
- Provide instructional design assistance for online courses.
- Distribute program information and gather program input from distance learning teachers and teacher assistants.
- Maintain and update distance learning training materials.
- Plan and manage fiscal responsibilities of the distance learning programs under the direction of the Director of Instructional Technology.
- Coordinate the maintenance of current distance learning labs; assist with technical support of distance learning labs.
- Coordinate with distance learning and online vendors.
- Organize, facilitate, and coordinate out-of-the-region connections/events.
- Coordinate classroom video conferencing events between classrooms and technical staff in the Department of Technology, as needed.
- Develop and provide training in the use of online learning platform and pedagogy to teachers.
- Remain current with online learning pedagogy.
- Plan and conduct distance learning teacher and teacher assistant training.
- Provide support for teachers and students with the online learning management system.
- Represent the division in regional, state, and national communities.
- Represent the division in the Hampton Roads Educational Telecommunications Association System Administrator committee.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Must demonstrate a thorough knowledge of current research and trends in technology education with an emphasis on video conferencing and online education, including current practices of on-line pedagogy. Must demonstrate knowledge of secondary master scheduling. Must demonstrate leadership qualities and personal characteristics necessary for working effectively with all categories of employees and the public. Must have the ability to make self-directed decision-making tasks and assist in planning and managing a budget. Must have effective oral and written communication skills, strong organizational and program development skills, and analytical problem-solving skills. Must have experience working with and administering learning management systems.

EDUCATION AND EXPERIENCE

Required:

Master's Degree.

Postgraduate professional license with an endorsement in Administration & Supervision PreK-12 Central Office Only or Administration & Supervision PreK-12.

Three (3) years successful teaching experience.

Preferred:

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing and driving Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 3/09, 3/19, 7/20
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