



INSTRUCTIONAL SPECIALIST, DISTANCE LEARNING

GENERAL RESPONSIBILITIES

The position is responsible for working in collaboration with the Coordinator, Distance Learning and the Director, Instructional Technology in the development, implementation and maintenance of the school division's distance learning and online learning programs.

ESSENTIAL FUNCTIONS

(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.)

- Design and conduct professional development opportunities for both the distance learning and online learning programs.
- Assist in the observation of distance learning instruction.
- Provide support in the administration of the online learning management system.
- Assist in coordination of distance learning lab equipment installation.
- Assist in the scheduling, delivery, support, and training for mobile videoconferencing equipment including coordination with technical staff, as needed.
- Provide video conferencing resources to classroom teachers.
- Assist in the development and maintenance of distance learning training materials.
- Assist in the development of the distance learning schedule for middle and high schools.
- Assist with technical support for the distance learning teachers and teacher assistants.
- Assist in providing instructional support for teachers in effective use of distance learning labs.
- Provide training in use of the online learning system to online learning teachers.
- Assist in developing and delivering online pedagogy training for online learning teachers.
- Assist with the implementation of developed online courses.
- Enroll and register students in the online learning management system at the direction of the Coordinator, Distance Learning.
- Provide support for teachers and students in the use of the online learning management system.
- Assist in the implementation of revisions to current online course offerings.
- Provide instructional design assistance during course development revision.
- Assist with the training and support in web conferencing applications.
- Serve as co-representative for the division in regional online learning activities (online learning management administrator group)
- Remain current with online learning pedagogy, web conferencing applications and associated hardware.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Leadership qualities and personal characteristics necessary for working effectively with all categories of employees and public; exemplary oral and written communication skills; ability to assist in the planning and managing a budget; strong organizational and program development skills; proficient in the use of distance learning lab and mobile videoconferencing equipment; knowledge of current research and trends in technology education with an emphasis in video conferencing and online education.



EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree.

Certified to teach in the State of Virginia.

A minimum of three (3) years successful teaching experience.

Preferred:

A comparable amount of training and experience maybe 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 occasionally. 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: 10/11, 7/20
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