

Job Description

Job Title: Coordinator of Online Learning Systems

Supervisor: Supervisor of Enterprise Application
Training & User Support

Position Code:

Pay Grade: 42

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing leadership and direction for the development, implementation and evaluation of programs and systems which facilitate and enhance online and distance learning at Newport News Public Schools. Coordinates and collaborates with Academic Services to deliver comprehensive online and hybrid courses that ensure alignment with the NNPS curriculum. Performs a full range of functions associated with online and distance learning programs including: identifying new course offerings and developing or providing technical resources such as course management and videoconferencing systems, networking, and webcasting. Communicates with vendors, service providers, faculty, and students regarding the availability of, or changes to, distance learning systems, courses, materials, programs, services, or applications.

Essential Duties

1. Provide leadership in the identification and implementation of new online course offerings for NNPS students and staff.
2. Design and implement training for NNPS staff teaching online and hybrid courses.
3. Oversees enrollment to schedule district staff and students to course offering codes and sections.
4. Facilitate online course for 500+ division teachers to complete VDOE licensure requirements annually.
5. Manage systems access and security.
6. Train staff on functionality and effective online teaching strategies.
7. Archive data, reclaim system storage space and manage performance data for district reporting.
8. Coordinate with Human Resources to obtain list of NNPS staff to register for the online Technology Standards for Instructional Personnel (TSIP) course.
9. Coordinate with Instructional Technology Supervisor the review and grading of Technology Standards for Instructional Personnel (TSIP) assignments submitted by NNPS staff.
10. Report on essential online course data including student and staff enrollments and completions.
11. Provide first level response to help desk tickets that includes follow up with customers and see work requests through to resolution.
12. Manage technical and functional day-to-day operational aspects of the online learning systems.
13. Assists NNPS staff, teachers, and students with technical problems that may arise during the course completion process.
14. Interface with NNPS technology staff and online system vendor support for additional assistance and administration.
15. Serve as liaison for NNPS with all approved online providers.
16. Attend regularly scheduled online learning vendor status meetings.
17. Read and research to stay current on online learning, online educational trends, changes, developments and teaching strategies.
18. Models nondiscriminatory practices in all activities.

(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.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified to perform the

essential functions. Responsible for training other trainers and technical staff on current practices and requirements.

Minimum Qualifications

Bachelor's degree and a minimum of one-year experience in education or other discipline providing knowledge of online education delivery systems. Additional qualifying experience may substitute for the degree requirement on a year-to-year basis. Knowledge of computer software programs relevant to online instruction. Online learning systems administration experience, including user support. Must possess the ability to establish and maintain effective working relationships with technical staff, administrators, school personnel and vendors. Must possess strong analytical, oral and written communication skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor of Enterprise Application Training & User Support

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 01/19 CR