

## Job Description

**Job Title:** Supervisor of Online Learning Systems

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Supervisor of Technology Operations

**Pay Grade:** 44

**Contract Length:** 245 Days

### **Job Summary**

The Supervisor of Online Learning Systems position is responsible for providing leadership and direction for the development, implementation, and evaluation of NNPS programs and systems, which facilitate and enhance online and distance learning. The Supervisor is responsible for the day-to-day management, end-user support and utilization of integrated online systems as well as supervising a team of specialists in the administration of such tasks. The Supervisor must work collaboratively with other school administrative personnel, central office staff, instructional, and technology staff to complete work related to the division's vision and policies for virtual and hybrid learning. Serves as the principal administrator of the division's Learning Management System (LMS) and Single Sign-On (SSO) platform.

### **Essential Duties**

1. Supervises the identification, implementation, and maintenance of online learning systems, eTextbooks, and online course offerings utilized by 30,000+ student and staff end-users in the division.
2. Supervises and evaluates Online Learning System Specialist staff, including hiring training, managing workload and tasks, delegating project assignment, monitoring and evaluating performance, and initiating corrective or disciplinary actions for staff.
3. Administers the technical and functional day-to-day operational aspects of all online learning systems, including but not limited to enrollment and authentication configuration, multi-tiered testing of functionality, enabling of system tools and back-end settings, training, expansion, and complex data reporting.
4. Facilitates delivery of training and/or professional development services.
5. Serves as principal administrator of the division's LMS and SSO portal.
6. Collaborates with school and central administration to successfully implement online applications and programs to ensure successful deployment/support for such programming embedded across division curricula.
7. Develops, implements, and maintains integrated learning systems as it relates to the division's strategic plan.
8. Serves as liaison between vendors, service providers, faculty, and students regarding the availability of, or changes to, distance learning systems, courses, materials, programs, services, or applications.
9. Oversees system(s) roles, securities, and permissions associated with access and use of systems.
10. Executes chief course/student data integration with Student Information System process feeds.
11. Archives system data, reclaim storage space and manage performance data for district reporting.
12. Reports on essential online course data including student and staff enrollments and completions.
13. Attends regularly scheduled online learning vendor meetings.
14. Researches and works to meet current online educational trends as it relates to online learning systems.
15. Represents the division in local, regional, state, and national communities.
16. Conforms to all departmental policies and procedures.
17. 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. Maintains a current knowledge of rapidly changing technology systems.
2. Participates in and develops Technology Department cross-training and leadership activities.
3. Performs any other related duties as assigned by the Supervisor of Technology Operations

**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 in computer science, training/human resources development, business administration, or a related field with experience in a related technology specialist/training position. Minimum of five years of experience as a Learning Management System Administrator and Support Specialist; with expertise in the management and implementation of a variety of online learning systems. Must possess extensive working knowledge and skills in the use and operation of various online learning interfaces; advanced computer skills including familiarity with database configuration and complex data aggregation. Must possess the ability to determine technical training needs, develop training materials, plan/conduct training programs, and evaluate/coordinate corresponding activities. Must possess very strong analytical, oral, and written communication skills. Must possess the ability to establish and maintain effective working relationships.

**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:** Online Learning Systems Specialists

**Supervision Received:** Supervisor of Technology Operations

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

06/2021 CR