

TITLE: ELECTRONIC LEARNING COURSE DEVELOPER

QUALIFICATIONS:

- Teaching certificate; advanced degree preferred.
- A minimum of three years successful classroom experience
- Proficiency in Microsoft Office programs and Learning Management Systems.
- Evidence of working with adult learners in collaboration.
- Evidence of deep understanding and experience in implementation of standards based curricular programs.
- Evidence of working with students at all ability levels, including students with disabilities and high achievers.
- Or other alternatives to these qualifications as deemed appropriate by the Board of Education.

REPORTS TO: Assistant Superintendent of Instruction or designee

JOB GOAL:

1. To develop interactive student electronic courses and standard templates for future courses.
2. To coach and support district leaders and staff in instructional design and facilitation of electronic courses: including the *development* of courses, *implementation* of instruction, and *evaluation* of course effectiveness.
3. To research and implement best practices in long distance education and develop courses and strategies for alternative education options.

PERFORMANCE RESPONSIBILITIES:

Standard of practice:

- Creates project plan to facilitate and benchmark work in eLearning throughout the course of the school-year.
- Works with Curriculum Department to engage teachers and administrators to define and establish a standardization of practice for electronic course development and instruction. This research-based standardization will address the areas of: instructional design, use and collection of data; assessment; instructional strategies; guided practice; homework; electronic media and technology; time on task; and differentiation (personalization).
- Plans and creates electronic courses using the Learning Management System, Blackboard.
- Assists in the creation of professional development for increasing staff competency in the creation, instruction, and facilitation of electronic courses.
- Collaborates with a team to create a rubric for eCourse evaluation and uses the rubric to evaluate the effectiveness of eCourses in the district.
- Assists in planning the infrastructure of Blackboard for the district.
- Collaborates with eLearning team in all course development efforts.

Staff Support and Professional Development

- Identifies and shares best practice for electronic course, distance learning and learning management system instructional strategies from internal and external sources, utilizing a wide array of electronic media (podcasts, video, video conferencing, Polycom, electronic links, discussion boards, shared files, etc).

- Creates training content to help staff successfully utilize Blackboard as a teaching and learning tool and conducts professional development with teachers including workshops, study group sessions and lesson studies to facilitate reflective practice and sharing of best practice for electronic course creation and instruction.
- Builds capacity and sustainability within teacher cohort and building administration through individual coaching, modeling and professional development opportunities on learning management system (Blackboard).
- Acts as a resource to work with district administrators in understanding and using Blackboard, including best practice design strategies for electronic and distance learning courses.
- Works with district leaders to create and facilitate electronic courses to function as professional development opportunities for staff, providing opportunities for discussion, collaboration, and learning as a community.
- Serves as point of contact for all trouble shooting issues and creates and manages a “Frequently Asked Questions” (FAQ) to help facilitate the technical process of working with Blackboard as well as best practices in teaching and learning through learning management systems and electronic media.
- Lead the migration of Moodle courses and content to Blackboard for all staff.

Alternative Education Options:

- Research existing eCourses and identify components of best practice eCourse design.
- Research existing eCourses and make a recommendation regarding the purchase of eCourses from external organizations.
- Create electronic courses using the Learning Management System Blackboard to be used with students who require specialized placement, home instruction, or credit recovery.

Understands and implements AIM plan with clear identified student needs, evidence of data-driven decision making, specific activities with benchmarks and well-defined and articulated results/performance indicators. Collects evidence of progress toward achieving identified results (with specific evidence organized by goals to benchmark results in special programs).

Performs other duties as requested by the Assistant Superintendent of Instruction or designee.