

TEACH-NW
Temporary E-Learning Specialist

Internal and External Applicants

Date Issued: 6/11/19

Closing Date: Until Filled

TEACH-NW is accepting applications for a temporary eLearning Specialist. Under the general supervision of the direct supervisor, the eLearning Specialist position will provide eLearning students direct support with their online course content. The eLearning Specialist will provide classified and certificated staff with basic support for the installation, training, and use of online vendor software as well as facilitate the completion of District projects as necessary. Additionally, eLearning Specialist will conduct research for use in the development of alternative learning policies, procedures, and/or programs as necessary.

Hours: 20 hours per week, 2 months

Salary: DOE

QUALIFICATIONS:

1. Master's Degree in an education or equivalent.
2. Considerable experience utilizing and managing Edgenuity, Pathblazer, and eDynamic content and LMS'
3. Experience in organizing and delivering online professional development content.
4. Thorough working knowledge of business English, spelling, grammar, punctuation, and mathematics.
5. Considerable working knowledge of modern office management and school procedures and practices.
6. Considerable working knowledge of district policies, procedures, and regulations governing work.
7. Considerable working knowledge of various computing platforms and software.
8. Ability to maintain complex records and to prepare reports, summaries, and other materials from these records.
9. Proven research and organizational ability and an ability to work independently; ability to work with frequent interruptions.
10. Ability to handle confidential information and make sound decisions according to established policies and procedures.
11. Ability to establish and maintain effective working relationships with all internal and external contacts.
12. Ability to organize and compose correspondence.
13. Ability to express ideas effectively both orally and in writing; ability to explain information and instructions clearly to others.
14. Ability to transfer system knowledge to others through demonstrated operational skills, effective instructional techniques, documentation, and practical learning experiences.
15. Ability to make constructive contributions to cooperative team efforts, offering assistance to colleagues as necessary.
16. Ability to maintain confidentiality of students, staff, school business, materials, and information.
17. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
18. Ability to work well with public, students, staff, and parents.
19. Ability to provide direct career guidance and post-secondary transition support to students K-12.
20. Considerable knowledge working with the Google Suite to include Chromebooks.
21. Considerable experience in supporting virtual interaction (Virtual Instant Challenges and Content Shares) utilizing BlueJeans cloud-based video conferencing platform.

Responsibilities:

1. Manage and modify Edgenuity, Pathblazer, and eDynamic online learning LMS' to include registration, monitoring student academic progress, and assessments.
2. Supervise students in a variety of environments.
3. Provide content and technology tutorial support for students.
4. Develop training programs to upgrade/maintain the skill levels of the classified and certificated staff using student reporting software and coordinate external training resources as necessary.
5. Maintain extensive contact with various school district personnel, parents, and students in support of career development and eLearning programming on site, virtually, via e-mail, and over the telephone.
6. Compile statistics, tabulate data, and prepare reports or documents from various sources to the Director of TEACH-NW.
7. Develop, prepare, review, and revise printed publications and other similar material.
8. Maintain current knowledge of office and school organization, systems, practices and procedures.
9. Maintain considerable working knowledge of student reporting computer software programs as required.
10. Participate in upgrading/modifying courses in a variety of LMS'.
11. Perform all other such duties as may be assigned by the Director of TEACH-NW.
12. Maintain confidentiality of students, staff, school business, materials, and information.
13. Other duties as assigned from time to time.

Application Instructions:

The Marcola School District is an Equal Opportunity Employer.