



EMPLOYEE NAME: _____

Revised: 5/02;7/02; 4/03; 5/05; 6/06; 5/08; 10/12; 6/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Learning Resources Manager	JOB CODE: 465D
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Digital and Multimedia Learning	WORK DAYS: 238
REPORTS TO: Supervisor, Digital Transformation	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the system-wide selection, purchase and distribution of learning resources; supports a District-wide digital transformation through the design, development, and delivery of CTLS training.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree or technical training degree required
2.	Certification/License Required: Trainer/MOS certificate preferred
3.	Experience: 1 year experience technology/training course development
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages the content acquisition process including developing and articulating a timeline, implementing the evaluation process, and coordinating the system wide review.
3.	Works cooperatively with Financial Services and other system departments to negotiate and finalize vendor proposals, develops a projected budget for learning resources, and monitors the use of allocated funds including SPLOST.
4.	Organizes distribution of newly acquired resources working with Content Area Supervisors, schools, and the warehouse.
5.	Communicates the status of the acquisition and distribution of learning resources to the Central Office, warehouse, and schools; assists local administrators, teachers, and District staff in the resolution of any associated problems.
6.	Communicates and trains with local school Learning Resource Coordinators to maintain an accurate inventory of acquired learning resources.
7.	Assists with the development of a comprehensive District strategy for digital transformation and curating content as it applies to teaching and learning.
8.	Coordinates with the Digital Transformation Supervisor to design and develop training for teachers and leaders related to digital content, CTLS, and learning resources.
9.	Collaborates with other District departments and divisions to develop and deliver customized CTLS trainings based on training needs.
10.	Coordinates collection and analysis of data to determine stakeholder needs and inform continuous improvement of the Digital Transformation Team.
11.	Models and encourages lifelong learning and continuous growth by being an active member of learning networks and participating in regular professional development.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____