COBB COUNTY SCHOOL DISTRICT

EMPLOYEE NAME: _____

Created: 6/17 Revised: 6/18; 6/22;3/23;7/26; 10/26

JOB DESCRIPTION

POSITION TITLE: Coordinator**,** Digital Learning	**JOB CODE:** 445B
DIVISION: Operations & Technology	**SALARY SCHEDULE:** Coordinator
DEPARTMENT: Digital Transformation	**WORKDAYS:** 214
REPORTS TO: Supervisor, Digital Transformation	**PAY GRADE:** CC4 (5, 6 or 7)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Supports a district-wide digital transformation to advance the standard of teaching and learning.	
REVISION DATE(S): 7/26; 10/26	

REQUIREMENTS:

1.	Educational Level: Master's degree or higher in related field required
2.	Certification/License Required: Valid Georgia Teaching Certificate at level 5 or higher required, actively working towards completion of a leadership program to obtain leadership certification
3.	Experience: 3 years' teaching experience; experience supporting the integration of digital tools and resources
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.	Collaborates cross departmentally to support digital, personalized, and virtual learning initiatives.
3.	Continuously reviews and evaluates data related to digital tools and resources.
4.	Supports the Digital Transformation Supervisor to design and develop synchronous and asynchronous professional learning opportunities for district stakeholders related to CTLS and digital learning.
5.	Assists with technical support of CTLS Parent, CTLS Learn, CTLS Assess, CTLS Teach, and district provided resources.
6.	Compiles stakeholder feedback to provide insight into continuous enhancements of CTLS Parent, CTLS Learn, CTLS Assess and CTLS Teach.
7.	Works with Digital Transformation Supervisor to curate standards-based, high-quality content for the CTLS Teach Resource Library and provides training and consultation support for district personnel to identify, create, and upload such content.
8.	Models and encourages lifelong learning and continuous growth by being an active member of professional learning communities and participating in regular professional development.
9.	Coordinates with Digital Transformation Supervisor on the promoting and marketing of the district's use of CTLS locally and nationally.
10.	Applies instructional design expertise to design, develop, and deliver CTLS coursework to serve as both professional learning for teachers as well as exemplar student-facing materials.
11.	Supports the integration and interoperability of educational applications across district systems.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____Date _____

Signature of Supervisor_____Date _____