

JOB DESCRIPTION

POSITION TITLE: Coordinator, Digital Learning	JOB CODE: 445B
DIVISION: Teaching & Learning	SALARY SCHEDULE: Coordinator
DEPARTMENT: Applied Learning & Design	WORKDAYS: 218
REPORTS TO: Supervisor, Applied Learning & Design	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.	

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 in order to obtain leadership certification
3.	Experience: 3 years teaching experience; instructional technology experience preferred
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 data to evaluate effectiveness of digital and blended teaching and learning.
4.	Coordinates with 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, and CTLS Teach (Professional Learning Online Courses, Communities, Resource Library).
6.	Evaluates stakeholder feedback to provide insight into continuous enhancements of CTLS Parent, CTLS Learn, and CTLS Teach (Professional Learning Online Courses, Communities, Resource Library).
7.	Works with Digital Transformation Supervisor on curating standards-based, high-quality content to be housed in the CTLS Teach Resource Library.
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.	Provides training and assists district personnel to identify, create, and upload standards based, high quality digital content into the Resource Library.
10.	Coordinates with Digital Transformation Supervisor on the promoting and marketing of CTLS Parent, CTLS Learn, and CTLS Teach (Professional Learning Online Courses, Communities, Resource Library) locally and nationally.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____