



EMPLOYEE NAME: _____

Created: 6/13; 10/14; 6/18; 9/18; 05/21; 8/24; 12/25

JOB DESCRIPTION

POSITION TITLE: Cobb Virtual Academy Content Development Specialist	JOB CODE: 114B
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Teacher
DEPARTMENT: Cobb Virtual Academy	WORKDAYS: 204
REPORTS TO: Director, Cobb Virtual Academy (CVA)	PAY GRADE: CZ00, Based on CIT (4,5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: An experienced teacher-leader who manages the development, maintenance, and review of online courses that are aligned to state and local standards. Ensures activities are completed by the designated deadline and within budget. Serves as the content development project manager for CVA. Employs innovative problem-solving techniques to accomplish objectives.	
REVISION DATE(S): 8/24,12 /25	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in education or related field required; master's degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certification required
3.	Experience: Minimum of five years teaching experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Proficiency in Microsoft 365, ability to develop, write and implement online lessons , online teaching or experience building curricula for online courses (preferred), knowledge of the National Standards for Quality Online Learning, strong knowledge of state and local standards, knowledge of instructional strategies for student success in online learning environments, and ability to work independently on a deadline with great attention to detail.

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.	Organizes and manages the course development and review process and ensures that all activities and assessments are completed by the designated deadline. Assists in assessing changing curricular needs and offers plans for improvement.
3.	Ensures that coursework is accurate and consistent with state laws, Cobb County School District policies, CVA guidelines, state and local standards, and best practices for online instruction.
4.	Develops and maintains a master file of course materials. Reviews and provides quality assurance testing to validate correctness of content and assessments.
5.	Identifies, selects, and modifies instructional resources to meet the needs of students with varying backgrounds, learning styles, and special needs.
6.	Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
7.	Creates an online environment that is conducive to student learning.
8.	Assumes responsibility for meeting course and program student performance goals.
9.	Collaborates with local schools, district office staff, and other key partners to assess, create, implement, and support digital content development in CTLS.
10.	Meet regularly with CVA administrators regarding course development progress.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____