

**Regional Office of Education #9
Champaign & Ford Counties**

Job Description

TITLE: Digital Learning Coordinator

DEPARTMENT: Learning Technology Center

- QUALIFICATIONS:**
1. Possess an in-depth knowledge of current technology; instructional issues and trends; digital learning practices and resources; preK-12 instructional practice; preK-12 curriculum and state content standards and curriculum; ISTE technology content standards; and iNACOL blended and online learning standards.
 2. Extensive knowledge of and experience in delivering professional learning/development that is aligned to the State-approved national standards for professional learning (Learning Forward Standards: <http://learningforward.org/standards/#.U-KcgGAo6Uk>).
 3. Minimum 5 years experience as a Lead Classroom Teacher, Technology Coach, Educational Technology Director, Curriculum Director, or Library Media Specialist preferred.
 4. Strong verbal and written communicator with ability to convey complex messages through a variety of content formats across all levels of an organization.
 5. Excellent project management skills with the ability to coordinate both internal and external resources.
 6. Bachelor's degree required. Master's degree in Educational Administration, Curriculum and Instruction, Educational Technology, or Library/Media Specialist or endorsement preferred.
 7. Other qualifications as deemed necessary by the Regional Superintendent or ISBE Director of Data and Secondary Transformation.
 8. Any of the above qualifications may be waived by the Regional Superintendent or ISBE Director of Data and Secondary Transformation when necessary.

REPORTS TO: Director, Learning Technology Center

SUPERVISES: Does not supervise any employees.

JOB GOALS: The Digital Learning Coordinator provides leadership, expertise, and support related to digital learning initiatives and professional learning experiences.

PERFORMANCE RESPONSIBILITIES:

1. Leadership

Provide leadership related to the development and integration of innovative digital learning experiences and resources in support of ISBE initiatives.

- a. Lead and develop experiences, programs, and resources in support of digital learning, digital citizenship, emerging technologies, instructional issues and trends, technology Integration, and teacher practices.
- b. Lead regional, state, and community initiatives, collaborating across districts and organizations that support adoption and implementation of digital learning experiences, programs, and resources.

- c. Provide content expertise and assistance related to the development and integration of digital learning aligned to the ESSA State Plan for Illinois, preK-12 curriculum and state content standards and curriculum, ISTE technology content standards, and iNACOL blended and online learning standards.

2. State and District Support / Professional Learning

- a. Identify, design, manage, and promote innovative digital learning experiences, programs, and resources to serve state, regional, district, and school needs.
- b. Participate in the design or customization of instructional materials, trainings, resources, evaluation forms, and and/or presentations.
- c. Facilitate or collaborate with LTC staff and professional learning providers to facilitate technology-related professional learning experiences for K-12 educators, administrators, technology staff, and district personnel (i.e., workshops, conferences, site visits, showcases, webinars, roundtables, etc.).
- d. Establish and foster strategic partnerships among nonprofit organizations, state agencies, ROEs, education associations, postsecondary education institutions, and/or business and industry partner as related to professional learning.
- e. Evaluate the effectiveness of LTC events and their impact on performance. Continuously seek feedback, ideas, and suggestions to improve professional learning opportunities' effectiveness, training policies and new training initiatives.
- f. Conduct studies of current research and professional literature. Assemble and analyze facts to draw conclusions and recommend solutions to problems.
- g. Works with ISBE and LTC Staff on the review of technical grants and applications.

3. Outreach and Communication

- a. Serve as primary liaison in the development of an educational technology coaching and integration network. Coordinate work and processes associated with network.
- b. Maintain strong relationships with K-12 technology coaches, curriculum directors, and all stakeholders (state/national affiliations, government agencies, etc.), and actively participates in K-12 technology community.
- c. Conduct regular meetings with stakeholders to ensure successful dissemination, sharing and implementation of best practices. Promote model schools and effective practices.
- d. Identify and utilize appropriate platforms for the delivery of professional learning experiences.
- e. Support school districts in successful implementation of digital learning through needs based assessments, content creation, professional development and program utilization. Work closely with LTC staff and external partners to identify district, region, and state needs concerning technology and digital learning.
- f. Provide leadership and support for LTC professional learning experiences, programs, and resources.
- g. Represent LTC on statewide committees, boards, task forces, and councils.
- h. Conduct informational presentations to stakeholders.

4. Other

- a. Provide accurate reporting of activities to LTC Director and ISBE.
- b. Perform other duties as assigned.

TERMS OF EMPLOYMENT: To be determined by the ROE9 Regional Superintendent

EVALUATION: To be completed by the Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

Created: 8/1/2017