

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

**Job Description**

**TITLE:** Remote Learning Outreach Specialist

**DEPARTMENT:** Learning Technology Center

- QUALIFICATIONS:**
1. Possess a knowledge of current technology; instructional issues and trends; digital learning practices and resources; preK-12 instructional practices; preK-12 curriculum and state content standards and curriculum; SEL and trauma-informed practices; ISTE technology content standards; and iNACOL blended and online learning standards.
  2. Knowledge of and experience in delivering professional learning/development.
  3. Minimum 5 years' experience as a Lead Classroom Teacher, Technology Coach, Educational Technology Coordinator/Director, Instructional Technology Coordinator/Director, Curriculum Coordinator/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. Determined and results oriented individual with proven leadership experience.
  7. Bachelor's degree required. Master's degree in Educational Administration, Curriculum and Instruction, Educational Technology, Instructional Technology, Information Technology, or Library/Media Specialist or endorsement preferred.
  8. Any of the above qualifications may be waived by the LTC Director when necessary.

**REPORTS TO:** Digital Learning Coordinator

**SUPERVISES:** Does not supervise any employees.

**JOB GOALS:** The Remote Learning Outreach Specialist develops and leads statewide professional learning and family training related to digital remote learning, provides digital remote learning support to school districts, and develops and curates digital remote learning resources.

## **PERFORMANCE RESPONSIBILITIES:**

1. Professional Learning and Family Training – 40%
  - a. Facilitate meetings for family, community, and community organizations. Location and frequency of meetings will be determined in conjunction with stakeholders.
  - b. Facilitate virtual and in-person professional learning events for teachers, administrators, technology staff, families, community members, and students.
  - c. Conduct regular meetings, informational presentations, and communications with stakeholders to ensure successful dissemination, sharing and implementation of best practices.
  - d. Promote model schools and effective practices, including SEL and trauma-informed practices.
2. Digital Remote Learning Support – 25%
  - a. Provide expertise and assistance to districts, families, and other stakeholders related to digital learning and remote learning best practices.
  - b. Assist statewide LTC staff with regional and statewide initiatives and activities related to digital learning.
3. Resource Development and Curation – 25%
  - a. Manage the Online Learning Library, including curation, review, and promotion of resources. The Online Learning Library should address technology needs throughout Illinois.
  - b. Develop resources in collaboration with LTC Digital Content Specialist and other LTC staff. Resources may include handouts, whitepapers, reference guides, webpages, recorded videos, blogs, podcasts, etc.
  - c. Collaborate with LTC staff and external partners to identify district and region needs concerning technology and digital learning.
4. Other – 20%
  - a. Provide accurate reporting of activities to LTC Director and ISBE.
  - b. Perform other duties as assigned.

## **TERMS OF EMPLOYMENT:**

This position has committed grant funding through June 30, 2021, with the possibility to secure funding for subsequent years. However, subsequent funding is not guaranteed.

Additional 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: 6/11/2020