



Durham Public Schools

eLearning Coordinator Job Description

JOB TITLE:	eLearning Coordinator
REPORTS TO:	Director of Digital Teaching & Learning (Executive Director Curriculum & Instruction)
SALARY:	Based on State and Local Salary Schedules
STATUS:	Permanent, 12 months, Certified, Exempt

SUMMARY:

The role of the **eLearning Coordinator** is to provide effective support to schools related to eLearning programs. Under the direction of the Director of Digital Teaching & Learning, the eLearning Coordinator will be responsible for the administration of the eLearning program in Durham Public Schools. Performs a variety of managerial functions that support and train on the virtual course platforms in support of the eLearning Advisors within Durham Public Schools.

RESPONSIBILITIES & DUTIES:

1. Updates the Durham Public Schools eLearning handbook for policies and procedures, and communicates with departments, and school level eLearning Advisors.
2. Facilitate the ongoing monitoring of student progress throughout the system with the online instructors and eLearning Advisors and relay information to necessary parties.
3. Manages and monitors the school and district-level scheduling of distance/online learning opportunities, including administration of the Ignite! Next program, working to make sure that the allocation of licenses and eLearning opportunities are provided to students and schools in an equitable manner.
4. Promotes growth of Durham's online learning programs and services.
5. Serves on committees composing long-range plans for Durham's online learning programs.
6. Investigates, develops, evaluates, and implements future applications and digital courseware for online learning.
7. Provide leadership and coordinates with curriculum specialists to design and implement a coherent curriculum aligned with state and national standards for virtual courses and virtual schools.
8. Supports school staff in the operation of eLearning programs.
9. Work with staff in schools to address learning needs of those students eligible for online learning opportunities.
10. Develops and implements professional development as it relates to existing and new eLearning platforms.
11. Coordinate professional learning opportunities for academic services department leaders, teachers, eLearning advisors, principals, data managers, and other school personnel.
12. Trains and supports teachers in eLearning programs.
13. Coordinates the ordering, issuing, tracking, and collecting of textbooks and instructional materials for eLearning courses.
14. Gathers, communicates, and disseminates course requirements for eLearning courses in order to prepare students to succeed in courses.
15. Coordinates the cost for licensing and annually assessing the budgetary needs for the eLearning program.
16. Serve as a liaison for the district with outside online instructional agencies, including NCV, Edmentum, and other approved courses used within Durham Public Schools.
17. Liaison between schools, central services departments, teachers, teaching and learning department, digital teaching and learning, Information Technology, vendors, and eLearning providers.
18. Works collaboratively with the Curriculum and Instruction leaders in order to plan and align eLearning initiatives to district teaching and learning goals.
19. Promote the use and integration of digital learning tools for personalization, differentiation, and acceleration.

Job Description

eLearning Coordinator

20. Guide and support schools with technology resources to help students with enrichment and acceleration.
21. Review and evaluate digital tools, online curriculum, and software applications in support of student engagement and acceleration.
22. Collaborate with school and district staff on requirements for Bids and Request for Proposals (RFPs) as they relate to eLearning platforms and acceleration software applications.
23. Provide training to teachers for digital learning competencies, hybrid learning models, blended learning, virtual, online, and eLearning programs modeling growth mindset.
24. Collaborate on cross-functional teams bringing expertise as a subject matter expert (SME) to utilize digital resources for acceleration.
25. Completes any duties as assigned by the Director of Digital Teaching & Learning.
26. Perform other job-related duties as assigned.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

The eLearning Coordinator must have a Master's degree in education from a regionally accredited college or university or a related field; Teaching experience in pre-K-12 required; Experience as an administrator in a public education setting preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge and understanding of local, state, and national curriculum, curriculum development and design, teaching, adult learning theories, and learning needs of students.
2. Ability to develop and maintain effective working relationships with colleagues, eLearning Advisors, data managers, principals, assistant principals, office and other support staff, and central office personnel.
3. Maintains a high working knowledge of computer and network systems.
4. Ability to serve as a resource for school staff with respect to the virtual learning platforms.
5. Proficiency in use of computers and software such as G Suite, Microsoft Word, Microsoft Excel and database systems.
6. Initiative required for organizing and scheduling a variety of work activities and tasks independently.
7. Ability to think logically and apply a systematic approach to inputting, retrieving and compiling information to evaluate and assess eLearning practices, processes, procedures, and programs.
8. Ability to handle data with confidentiality and accuracy.
9. Ability to create both verbal and written, logical documentation which may be technical in nature.
10. Ability to provide excellent customer service to colleagues, school-level staff and central office staff.
11. Superior written and oral communication skills.
12. Strong work ethic and ability to work independently to task completion.
13. Ability to plan, organize, and execute eLearning programs in collaboration with school leaders and teachers.

RESOURCE REQUIREMENTS:

Laptop computer with a docking station
e-mail address, Phone, Outlook, VPN , SharePoint, Website Access, AS400, Printer
Software (Access to all software resources in District Portfolio)

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already his/her own access)

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with light work.

DISCLAIMER:

The work of the eLearning Coordinator continues to develop and change. The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.