POSITION TITLE: On-line Training Specialist

CONTRACT LENGTH: 12M, Hrly

JOB CODE: TR0295, TR029H

PAY GRADE: 28

FLSA EXEMPTION STATUS: E

Job FAMILY: Training

JOB SUMMARY: Develops and designs on-line training programs that develop and enrich the competencies, abilities and skills of teacher, teacher leaders, school-based administrators and central office staff. Researches, designs, markets, executes and evaluates professional learning experiences in support of campus and district-wide needs for the improvement of student growth and achievement. Provides assistance to the management of the school instructional program. Monitors the implementation of a quality instructional on-line programs that are compliant with local, state and federal guidelines.

MAJOR DUTIES & RESPONSIBILITIES

1. Defines, designs, develops, tests and pilots on-line curricula, training materials, job-aids, tools and programs to meet the district’s training requirements. Analyzes learning needs and determines best media, tools and methodology for training.
2. Partner with PD Design Specialist to determine on-line training strategy and which material is best suited for an on-line or hybrid approach.
3. Manage the simultaneous deployment of training materials to a web-based environment – including:
   - Creation and integration of graphics to enhance the learning experience
   - Capture, editing, and integration of video to support online and in-person learning experiences
   - Creation of web-based collaboration tools for teachers, principals, and Teacher Development Specialists
4. Updating and vetting existing on-line training modules.
5. Working with technology department, as necessary, in support of specific on-line training and/ or technology implementation.
6. Maintain existing on-line training and compliance platforms.
7. Performs other job-related duties as assigned.

EDUCATION: Bachelor’s Degree

WORK EXPERIENCE: 3 to 5 years

- Experience with web-based and/ or multi-media products
- Excellent multi-media design and implementation skills
- Ability to interpret and analyze data
- Strong project management and problem solving skills
- Strong process improvement skills
- Experience with PeopleSoft preferred

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION: Microsoft Office

Office equipment (e.g., computer, copier)

LEADERSHIP RESPONSIBILITIES: No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.
**WORK COMPLEXITY/INDEPENDENT JUDGMENT:** Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

**BUDGET AUTHORITY:** Analyzes and interprets data and figures.

**PROBLEM SOLVING:** Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS:** Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS:** Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

**CUSTOMER RELATIONSHIPS:** Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS:** Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.