COORDINATOR III – K-12 DISTANCE EDUCATION

Reference Code: A915
Division: Technology and Information Systems Services
Classification: Professional-Technical
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves as the instructional leader for digital content and instructional programs for Distance Education. Responsibilities include setting standards/processes for digital content programs, supervision and evaluation of staff and pupil activities, and research best practices for delivering digital content. This position is directly responsible to the Academic Manager, Innovative Learning Environments, Technology and Information Systems Services Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Plan, organize, and utilize resources for the development and implementation of K-12 digital curriculum.
2. Collaborate with academic managers and/or designee(s) to accomplish both performance zone and Clark County School District blended and online learning goals.
3. Supervise and evaluate instructional and support staff; provide appropriate professional learning activities to ensure program effectiveness.
4. Ensure digital content is in alignment with District syllabi and Common Core State Standards.
5. Articulate effective blended and online learning pedagogy, curriculum, programs, and research to teachers, administrators, parents, and community members.
6. Communicate and market programs to performance zones, schools, parents, and students.
7. Assist in developing, monitoring, and revising budgetary and program procedures within the department.
8. Test, develop, and implement emerging technologies for curricular purposes.
9. Articulate specific technology infrastructure, training, and technical support needs for successful deployment of digital content.
10. Seek grant opportunities to support distance education, and administer/implement existing grants.
11. Interpret District policy and procedures related to blended and online learning for parents, teachers, administrators, and other interested groups.
12. Serve as liaison (as appropriate) to community groups and public agencies, and represent the District in matters related to distance education, including blended and online learning.
14. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Ability to work under pressure and to meet deadlines.
2. High level of self-confidence, initiative, self-direction, and motivation.
3. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.
4. Ability to communicate technical information effectively to non-technical audiences.

POSITION REQUIREMENTS:
Education and Training:
An earned bachelor’s degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:
None specified.
Experience:
1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of three (3) years teaching experience in a private, public, or corporate training, or classroom setting including two (2) years developing and/or providing instruction of distance education courses.
3. Knowledge and experience with digital content.
4. Success working with multiple media in delivering instruction.
5. Effective communication, collaborative, and interpersonal skills.
6. Effective skills in planning, organizing, and coordinating activities.
7. Strong oral and written communication skills.
8. Demonstrated ability to work effectively with school and administrative personnel, parents, peers, and others.
9. Successful performance in the position held at the time of application.
10. Ability to successfully complete a writing sample at the time of the interview.

Preferred Qualifications:
1. Current or previous experience as an administrator in a K-12 or related setting.
2. Master’s degree from an accredited college or university with coursework in instructional technologies or related field.
3. Demonstrated experience in program management.
4. Demonstrated experience in team leadership.
5. Demonstrated experience with delivering instruction using the Internet.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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