

Project Facilitator, Online Course Designer, Math 6-12

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months

FLSA STATUS: EXEMPT

Position Summary

The individual selected for this online course designer will be responsible for developing online and blended content for middle school and high school mathematics classrooms. These online courses will be available districtwide and must be high quality, standards-based content. In addition, the project facilitator will plan, develop, and provide professional learning in the areas of delivering curriculum in online and blended learning environments, mathematics curricula, instruction, and program support. The project facilitator will collaborate with Region personnel, members of the Southern Nevada Regional Professional Development (RPDP) Program, and Clark County School District divisions and departments including, but not limited to the Assessment, Accountability, Research, and School Improvement Division (AARSI); Human Resources Division (HRD); English Language Learner Department (ELLD); and Student Services Division (SSD) to promote consistency in professional learning activities in addressing District goals, initiatives, and objectives. The individual selected for this position will be directly responsible to Director II, K-12 Mathematics Department, Curriculum and Instruction Division (CID), Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops plans for and coordinates the creation of Clark County School District-level online middle and high school course material.
 2. Utilizes the National Standards for Quality (NSQ) online courses to create and evaluate course design.
 3. Aligns and charts Nevada Academic Content Standards (NVACS) and District mathematics objectives into a schematic for course development.
 4. Establishes curriculum maps and other teacher resources for online courses in development.
 5. Identifies and employs educational applications (apps) within online course design.
 6. Creates a constructive and discovery style of design and instruction for online courses.
 7. Reduces student cognitive load of course navigation by employing and adhering to a strict online design model.
 8. Provides support to District teachers deploying digital content and tools in online and blended classrooms.
 9. Documents and provides instructional resources to support teachers in online and blended learning classrooms.
 10. Plans, prepares, and facilitates mathematics professional learning activities to support classroom teachers with the implementation of new and/or revised mathematics curricula focusing on student achievement.
 11. Collaborates effectively and professionally with a variety of divisions, departments, and institutions to provide teachers with resources that lead to improved student achievement.
 12. Remains current on research related to mathematics content knowledge and pedagogy, the Nevada Academic Content Standards (NVACS) for Mathematics, and Standards for Mathematical Practice.
 13. Researches best practices in the field of online and blended teaching practice and course design.
 14. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. A high level understanding of the resources and tools located in the Curriculum Engine and the ability to use them for the development of daily and long-range lesson plans.
2. A thorough knowledge of the Grades 6-12 NVACS for Mathematics, including the Standards for Mathematical Practice.
3. A thorough knowledge of the Nevada Educator Performance Framework (NEPF).

4. Demonstrate effective skills in preparing, organizing, and presenting professional learning activities.
 5. Demonstrate leadership abilities in planning, organizing, implementing, and coordinating effective curricular programs.
 6. Demonstrate effective communication (oral and written), collaborative, and interpersonal skills.
 7. Ability to communicate technical information effectively to non-technical audiences.
 8. Ability to work under pressure and meet deadlines.
 9. Ability to plan, organize, prioritize, and work independently.
 10. Willingness to maintain a flexible work schedule in order to support project needs.
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Position Requirements

Education and Training

1. Bachelor's degree from an accredited college or university.
2. Five (5) or more years of successful contracted mathematics classroom teaching experience with a demonstrated ability to integrate technology in classroom teaching.

Licenses and Certifications

Must possess or be able to acquire by time of appointment to the position, a secondary mathematics 7-12 teaching license issued by the Nevada Department of Education (NDE) and have attained Highly-Qualified Teacher Status.

Preferred Qualifications

1. Completion of BlendED Professional Learning Education Courses PDE 3781: Digital Teaching & Learning 101 PDE 3794: Canvas Foundations - Breaking Ground with the Basics.
2. Experience as an instructor in an online and/or blended learning environment.
3. Experience with District online learning applications such as Canvas Learning Management System, Google Classroom, etc.
4. Strong oral and written communication skills, including presentation and workshop facilitation.
5. Knowledge and experience in instructional design.
6. Experience in World Wide Web (WWW) authoring tools.

7. Coursework and experience in the area of mathematics beyond that required as part of undergraduate work at the college/university level.
8. Mathematics major or mathematics with calculus endorsement issued by the NDE.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 05/10/21
- Created: 03/29/16