



Job Title: **Online Learning Team Leader**

Department: **Instructional Supports**

Supervisor: **Director of Instructional Supports**

Lane Placement: **Licensed Salary Schedule 242**

Schedule: **8 hr/ 242 days** Evaluation Group: **CTESS Ed. Specialist**

FLSA Classification: **Non-exempt**

## JOB DESCRIPTION

Under the supervision of the Director of Education Technology, the **Online Learning Team Leader** provides instructional materials, staff development, and teaching and learning resources in order to facilitate the use of technology and online curriculum in the virtual and physical classroom. The incumbent also serves as a coach and mentor to other personnel working in virtual and other technology-rich learning environments.

## ESSENTIAL FUNCTIONS

- Serves as a coach and mentor to other personnel working in virtual and other technology-rich learning environments.
- Works directly with staff, students, and other patrons of online schools and classrooms within the District to facilitate student achievement and professional growth.
- Assists in maintaining and configuring online learning systems throughout the District.
- Provides outstanding customer support and effectively teaches other technical support personnel to do so.
- Establishes priorities among projects to effectively use existing resources to address multiple requests.
- Provides input in the development of district-wide and building level programs that enable students to use technology as learning tools.
- Investigates and disseminates information on best practices for online learning, technology integration, and sources of information on trends, research and applications related to the educational use of technology.
- Performs well as an effective teaching model, capable of seamlessly integrating technology throughout the curriculum.
- Provides professional development to teachers in the use of current technology to meet curriculum goals.
- Provides professional development to teachers to ensure integration of student computer competencies as outlined by the state.
- Participates in the development of activities that help integrate technology into various curriculum areas at the local and state level.
- Maintains current knowledge of technology and instructional practices that relate to the use of technology.
- Maintains professional competence by review of appropriate literature and participation in appropriate organizations.
- Communicates with school and district personnel, parents, and community to share information about the technology programs at their disposal.
- Meets regularly with assigned school principals and teachers to assess school needs, to provide professional development, and to communicate information related to educational technology.
- Serves as liaison between schools and local, state, and federal agencies.
- Assists with special projects, i.e. system implementation, computer-based testing, etc.
- Assesses the needs and plans for new technology of assigned schools and communicates these to the appropriate personnel or technology committee.
- Follows ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Provides assistance in the selection, ordering, receiving, and installing new equipment and software.
- Assesses the need for miscellaneous items such as cables, power strips, power cords, and adapters, etc.
- Assists school personnel in securing supplies for classroom and lab use.

- Troubleshoots hardware and software problems, and recommends repairs as needed.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Requires a current state of Utah teaching certificate (and that it be maintained throughout employment in this position).
- Requires a Master's degree in Instructional Technology, or other field supplemented by specialized computer courses and 3 to 5 years of experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Verification may be requested.
- Specific training in K-12 administrative computer systems is preferred.
- Requires the ability and willingness to work in both Elementary and Secondary school settings.
- Requires effective interpersonal skills to interact with individual and groups at all organizational levels.
- Requires the ability to interact with co-workers in both structured and unstructured situations.
- Requires limited interaction with technology vendors.
- Requires the ability to write clear and concise reports and plans.
- Requires the ability to troubleshoot system application hardware and/or software.
- Requires an attitude of life-long learning and a willingness to try new teaching and learning methods and techniques.
- Requires the ability to model best teaching practices and familiarity with the implementation of project/inquiry-based learning, cooperative learning, and student-centered instructional practices.
- Requires extensive knowledge of and experience using iOS, Chrome, Macintosh, and Windows operating systems, web-based programs, and educational, productivity, and multi-media software.
- Requires extensive knowledge of and experience using online technologies (e.g. learning management systems, blogs, wikis, podcasting, and other collaborative technologies, etc.).
- Requires a working knowledge of both standard and wireless networking, along with general troubleshooting.
- Requires demonstrated competence in providing high-quality professional development to teachers and/or other school leaders.
- Requires demonstrated competence in providing high-quality online learning to students, teachers and/or other school leaders.
- Requires a demonstrated ability to work effectively and cooperatively with individuals and groups at all levels of District employment including administrative, certificated, and classified personnel.
- Applicants are encouraged to provide documentation of technology integration projects and computer skills.
- Requires a valid Utah Driver License.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires ability to lift a minimum of twenty-five (25) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 06/11/2020