Job Title: Digital Learning Coordinator  
Exemption Status/Test: Exempt/Administrator in an Educational Establishment  
Reports to: Organizational Learning Director  
Date Revised: May 27, 2015  
Dept./School: Organizational Learning

Primary Purpose:
Coordinate the district digital learning program for administrators, educators, and district personnel. Collaborate with district staff and outside personnel to provide educational learning opportunities for digital learning.

Qualifications:

Education/Certification:
Master’s degree in a related field  
Valid Texas teaching certificate  
Valid Texas administrator/principal certification a plus

Special Knowledge/Skills:
Knowledge of professional practices and developments, educational technologies, and research  
Knowledge of strategies and materials for the education of adult learners  
Ability to collect, analyze, and interpret data to build district-wide implementation plans  
Strong organizational, communication, and interpersonal skills

Experience:
Five years’ experience as a K-12 educator  
Designing and facilitating learning experiences  
Designing and creating blended learning experiences  
Managing digital environments, including hardware and software configurations, on a variety of platform and devices  
Adult supervision

Major Responsibilities and Duties:

Program Management
1. Remains current in professional practices and developments, educational technologies, and research
2. Collaborates to design and implement engaging inquire-based digital learning experiences on a multitude of platforms, including but not limited to Windows, Apple, and Web 2.0.
3. Participates in the implementation of collaboratively planned large digital learning experiences.
4. Communicates with district personnel regarding all questions and concerns related to digital learning content and agendas.
5. Performs routine monitoring of the district strategic plan in regards to technology learning goals and roles.
6. Effectively schedules and develops competent facilitators for digital learning classes.
7. Coordinates the use of existing and emerging technologies to support and promote digital learning objectives.
8. Trains and supports administrators with technology related devices and/or district resources as needed.
9. Creates and maintains training documentation and support for digital learning classes on applications and district supported devices.
10. Understand the importance of learning on the job and the bigger picture.

Budget and Inventory

11. Understands and collaborates to create systems for effective technology deployments.
12. Estimates time frames, quality and quantity of resources required to successfully implement effective learning sessions.
13. Establish budget requirements to successfully complete training strategy.

Policy, Reports, and Law

15. Maintains records in learning management systems for professional and/or paraprofessional credit classes.
16. Performs forecasts, monitors program progress and prepares periodic status reports that identify digital learning needs.

Supervisory Responsibilities:

Provides leadership and supervision of the Digital Learning team as well as members of the Organizational Learning team, as part of a coordinated effort in the development of new technologies across the district.

Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including personal computer and devices with peripherals, technologies for the adult and student classroom  
**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting  
**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching  
**Lifting:** Occasional light lifting and carrying (less than 15 pounds)  
**Environment:** Frequent districtwide travel; occasional statewide travel  
**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.