Primary Purpose:

Developing and facilitating in-person professional development opportunities and sessions (primarily for instructional purposes) to support the goals of the Organizational Learning Department. Collaborates with and advises administrators regarding the design of staff development programs, sets learning objectives, develops training materials, coaches employees, and assesses the impact of training sessions.

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 support 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 platforms and devices

Major Responsibilities and Duties:

Program Management
1. Collaborates with administrators, teachers, and other department members to determine current and future digital learning needs.
2. Keeps abreast of developments and research in the field of educational technology, instructional best practices, and organizational development.
3. Collaborates to design and implement engaging inquiry-based digital learning experiences on a multitude of platforms including but not limited to Windows, Apple, and Web 2.0.
4. Established learning objectives and protocols for digital learning sessions and develops training plans and timelines.
5. Determines the most appropriate instructional method for learning opportunities; individual coaching, large and small group instruction, direct teach, and interactive training.
6. Curates and develops appropriate training materials such as handouts, quick start guides, demonstration devices, multimedia and visual aids.
7. Markets upcoming digital learning initiatives and activities to encourage participation.
8. Schedules training sessions, develops registration procedures, ensures that the facility is setup, ensures that employees are notified, and coordinates other practical elements involved with planning professional development activities.
9. Designs and facilitates digital learning sessions to different levels of employees covering specific areas such as leadership development, instructional best practices, and professional learning initiatives.
10. Serves as a resource to other district departments and schools to support Instructional Leaders on campuses with developing digital learning programs.
11. Serves as a resource to teachers, administrators, and other staff to identify and access professional literature, training materials, and learning opportunities.
12. Assists the Organizational Learning Director and Digital Learning Coordinator with the overall operations of the department’s programs and services.

**Budget and Inventory**

13. Understands and collaborates to support systems for effective technology deployments.

**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.

**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:** Maintain emotional control under stress; work prolonged or irregular hours

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.