

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

COORDINATOR OF DIGITAL LEARNING AND TRAINING

Minimum Qualifications:

- Bachelor's Degree required.
- Successful teaching experience preferred.
- Experience in design and delivery of learning programs that are innovative in their integration of technology.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Director of Technology and Digital Learning

Job Objectives:

The Digital Learning Coordinator will work to further student, teacher, and administrator use and understanding of integrating technology tools, and strategies to enhance student learning and increase student engagement.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Coordinates digital learning opportunities for adult learners
- Creates and revises online professional development courses
- Manages agency's Canvas learning management system
- Oversees course facilitators and course assignments
- Supports member district's 1:1 blended/personalized learning initiatives
- Examines digital courseware, software, and technologies and makes subsequent recommendations regarding such
- Performs other specific job-related duties as directed by the Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020