

# **eLEARNING COORDINATOR**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** Oversees the programming, staff, and other resources for E-Learning district-wide.

### **PERFORMANCE RESPONSIBILITIES:**

1. Manages e-learning related classroom and administrative technology professional development and classroom integration.
2. Oversees the professional development, supervising, and evaluating of eLearning personnel, the iTEC team and Technology Assistants.
3. Collaborates with the Curriculum-Instruction-Assessment (CIA) team and school principals to develop a professional development calendar, professional development content and format, and ongoing support.
4. Assists in resource adoption process. Plans and supervises technology integration training for software platforms and provides other IT training opportunities for school and district staff.
5. Oversees the evaluation, approval and management of appropriate web and software resources for the school district.
6. Participates in the planning and implementation of the district technology vision.
7. Serves as a member of such committees and attends such meetings as the Chief Technology Officer or Superintendent shall direct.
8. Maintains own professional learning network and stays informed on technology best practices and trending to be able to inform technology vision for the district.
9. Coordinates with school administrators to help encourage responsible use and enforce the Responsible Use Policy.
10. Performs such other tasks and assumes such responsibilities as the Superintendent or his or her designee may assign.

Revised: October 2015