

VIRTUAL LEARNING SPECIALIST

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To provide high quality, best practice competency-based online courses to students in a flexible format that will lead to increased graduation and opportunity through student choice. Will focus on course development for Achieve Virtual in the spring and summer (~April-July) and early winter (~November-December) and then shift to focus on secondary blended virtual education (~August-October, January-March)

PERFORMANCE RESPONSIBILITIES:

1. Functions as an innovative leader in online instruction and seeks entrepreneurial online opportunities, grants and partnerships for the district.
2. Works with teachers to integrate online and Web 2.0 tools into a blended learning environment.
3. Provide vision, standards and best practices to tie into the lesson design sequence towards a new standard classroom and teaching framework.
4. Responsible for secondary teacher preparation for virtual education courses.
5. Manages the Angel and My Big Campus online environment district wide and encourages their integration.
6. In association with the ITS team, manages transitions from Angel to MBC, or other CMS/LMS.
7. Leads content specific staff in curriculum and course development for Achieve Virtual.
8. Provides support for all virtual options for the multiple pathways to graduation.
9. Manages projects and timeframes for all new virtual education initiatives.
10. Provides research and data to support instructional direction and goals for virtual education.
11. Works with iTEC educators to help develop high quality professional development with respect to blended learning.

12. Perform such other tasks and assume such other responsibilities as the Superintendent or his or her designee may assign.

Revised: November 2015