

JOB DESCRIPTION

POSITION TITLE: Digital Learning Coordinator	JOB CODE: 445B
DIVISION: Academic, Teaching & Learning	SALARY SCHEDULE: Coordinator
DEPARTMENT: Digital and Multimedia Learning	WORK DAYS: 218
REPORTS TO: Supervisor, Digital Transformation	PAY GRADE: CC4 (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supports a District-wide digital transformation to advance the standard of teaching and learning.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree, Master Degree or higher in related field preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate required, Educational Leadership Certification required
3.	Experience: 3 years teaching experience; instructional technology experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates meetings and events as necessary to support the design process and implementation of digital and blended learning programs.
3.	Collaborates with District-level staff, school leaders, and teachers to support goals related to digital transformation, innovative instructional practice, and student-centered learning environments.
4.	Maintains an active awareness of emerging trends and research in the field of digital learning, innovation in education, and educational technology integration.
5.	Coordinates with the Digital Transformation Supervisor to design and develop professional learning opportunities for District-level staff, school leaders, teachers, and parents related to digital transformation, CTLS, and digital and blended learning.
6.	Supports the Supervisor of Digital Transformation to build digital leadership capacity at the District and school levels.
7.	Provides consultation and leadership to support digital, social, personalized, and mobile learning initiatives for District-level staff, school leaders, teachers, and parents.
8.	Collaboratively works with all departments and continuously review data to evaluate the effectiveness of digital and blended learning programs for modifying instructional goals and methods to enhance student achievement.
9.	Models and encourages lifelong learning and continuous growth by being an active member of learning networks and participating in regular professional development.
10.	Develops strategic implementation and measurement plans for new CCSD digital and blended learning schools/programs.
11.	Makes data-driven, research-based recommendations related to digital teaching and learning practices.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____