



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • www.hcpss.org

Learning Management System Administrator

A completed application includes all application materials and three supervisory references.

*This position is posted until filled, with an initial screening date of **March 20, 2017**.*

Applicants are encouraged to submit their materials in a timely fashion.

DESCRIPTION

Under the direction of the Coordinator of Learning Management System (LMS), the LMS Admin is responsible for supporting the activities associated with the Howard County Public School Systems LMS team and Information Technology department. The LMS Admin will support current and future learning tools, technologies, and related processes and activities.

ESSENTIAL JOB FUNCTIONS

- Manage and/or support all aspects of the LMS providing assistance, user training, system development and integration.
- Research and resolve LMS functionality issues in a timely manner.
- Utilize a variety of development tools and scripting and programming languages such as HTML, CSS, Java Script, and T-SQL to manipulate UX, system interfaces, functionality and data.
- Assist in the research, following through, testing, and validation of new and existing functionality and system upgrades to ensure quality and correct implementation of new features.
- Maintain up-to-date expert knowledge and skills on all evolving LMS features and procedures.
- Create accurate documentation of system functionality in website, Quick Reference Card/ Quick Reference Guide, or other forms of appropriate documentation.
- Create instructor materials and support organizational learning / training efforts.
- Conduct training sessions in one on one or group formats.
- Collaborate and work efficiently with other cross functional departments and offices.
- Determine matters of top priority and handle accordingly.
- Perform administrative tasks in the LMS as needed (e.g. run reports, enrollments, user management, data entry, course management, interface, system monitoring, content management, functionality validation, etc.)
- Provide routine and non-routine technical support and assistance via phone, email, in-person sessions, or other electronic means for HCPSS staff, students, and parents. Follow-up with customers to ensure issue has been resolved.
- Quickly responds to requests from supervisor, schools, central office staff, vendors, and stakeholders.
- Monitor and respond to issues in Canvas Service Cloud – online vendor LMS Support system
- Prepare various reports and statistical analysis as requested.
- Prepare and work with confidential and sensitive data and documents.
- Exercise a working knowledge of CIPA, FERPA and HIPAA regulations.

- Communicate in an effective manner with LMS / Information Technology team and stakeholders.
- Demonstrate an ability to be flexible and adaptable in a variety of situations.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

QUALIFICATIONS

Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

- Bachelor's degree from an accredited university in Information Technology, Educational Technology, Business Administration or a related field.
- Excellent organizational, problem-solving, and multi-tasking skills
- Experience meeting strict timelines while managing short and long term projects.
- Excellent written and verbal communication skills.
- Proficient in using MS Office.
- A strong desire to learn and constantly improve

PREFEERED QUALIFICATIONS:

- Experience with LMS, eLearning, HR, SIS, or Talent Management Platforms
- Experience with HTML, CSS, Java Script, T-SQL, JSON APIs
- UI/UX design experience
- Experience with Shared Content Object Reference Model (SCORM)
- An eye for typography, whitespace, and other details that occur at the intersection of design and code
- Interest or experience with Analytics
- Knowledge of 508 accessibility guidelines
- Experience using GIT / GITHUB

SALARY

This is a full time, 12-month position on the Administrative Management and Technical Salary Scale, Grade 26. The salary range is \$77,267-\$135,420. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION

A complete online application and all application materials, including **three** reference surveys, must be submitted.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current salary

ADDITIONAL INFORMATION

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the application materials by the closing date of the vacancy will be considered for this position.

Equal opportunity employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.