

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

August 1, 2017

ANNOUNCEMENT OF CLASSIFIED MANAGEMENT POSITION

POSITION AVAILABLE: Instructional Technology Coordinator, RPDC

STARTING DATE: Immediately

ANNUAL SALARY: \$67,772-\$92,926
Full-time, Monday-Friday, 12 months per year
Medical, vision, and dental benefits are available for purchase with an optional Section 125 plan for employee and family

GENERAL INFORMATION:

Under the supervision of the Director of Product and Professional Development, the Instructional Technology Coordinator will develop and manage all aspects of the Project's Learning Management System (LMS).

QUALIFICATIONS:

- A bachelor degree required/master's degree preferred in instructional design, educational technology, or a related field.
- One year of experience with the management of Learning Management Systems (LMS) such as YM, Blackboard Collaborate, D2L, or Canvas with a large user base.
- Knowledge and experience with Learning Tools Interoperability (LTI) and assessment metadata standards. Experience required with test development and tracking of scores, course registration procedures, digital badges, user credentials at different levels, interfaces with video conferencing platforms such as Adobe Connect Pro, and customer service.
- Familiarity with the design and production of web-based, mobile learning, and eLearning programs including the use of tools such as Articulate 360 and Camtasia.
- Proficiency using Microsoft Word, Excel, PowerPoint, and Adobe Acrobat Pro.
- Familiarity with instructional design principles and practices.
- Possess the ability and willingness to learn new skills and maintain cooperative working relationships internally as well as with the California Department of Education, Special Education Division; project consultants; and with the greater early childhood special education and early childhood education community.
- Demonstrated ability to implement new methods and processes
- Ability to take initiative, plan, organize, coordinate, and complete work on schedule
- Excellent problem-solving skills and ability to efficiently and effectively manage competing work demands
- Ability to work well effectively individually and as a member of a team.
- Ability to travel within the state by air and car as necessary is required.

PRIMARY RESPONSIBILITIES:

Under the direction of the Director of Product and Professional Development, the Instructional Technology Coordinator is responsible for the daily operation of the project's statewide Learning management system (LMS), including:

- Serving as the Project's liaison with the LMS provider, and liaison between the Project and the field of early childhood special educators using the LMS.
- Configuring related technological tools, including integrating eLearning applications
- Working with instructional designers and subject matter experts, the website and graphics team, tech team, and production team and to develop, test, refine, and implement materials, courses, and other activities
- Establishing user credentials and permissions for internal and external users
- Managing back-end functions
- Working with the project teams to develop user interfaces
- Troubleshooting functionality challenges
- Implementing new features and updates
- Supporting the Training and Technology teams in reaching their respective goals using the LMS
- Training staff, consultants, trainers, and early childhood special educators and administrators on the use of the system
- Staying current on new products, approaches, and trends within the LMS and eLearning fields

APPLICATION PROCEDURE:

Apply online at www.napacoe.org and click on "JOBS", then select the position of interest. Complete the online application and scan/attach the required documents to your online application, which includes the following:

- Cover Letter
- Resume

- Three (3) Letters of Recommendation

Letters of Recommendation may also be mailed to:

Human Resources

RE: Instructional Technology Coordinator, RPDC

2121 Imola Avenue

Napa, CA 94559

Should applicants have any difficulties with the application process or need assistance, please call (707) 265-2352.

DEADLINE: If no qualified applicants apply, position will remain open until filled.

Napa County Office of Education is an Equal Opportunity Employer. State and federal law and Napa County Office of Education policy prohibit discrimination or sexual harassment toward students or staff during any educational activity. Napa County Office of Education does not discriminate on the basis of race, color, national origin, religion, gender, marital or parental status, sexual orientation, age, or handicap in its educational programs, activities, or the employment practices as required by Title VI of the Civil Rights Act, Title IX of the Educational Amendments, the Age Discrimination Act, Section 504 of the Rehabilitation Act, and the Vocational; Educational Act. For information concerning the complaint procedure, call (707) 253-6824.