

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

April 21, 2017

ANNOUNCEMENT OF CLASSIFIED MANAGEMENT POSITION

POSITION AVAILABLE: Instructional Technology Coordinator, RPDC

STARTING DATE: July 1, 2017

ANNUAL SALARY: \$67,772-\$92,926 annually per year
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, professional development, or a related field.
- Two years of experience with the management of Learning Management Systems (LMS) such as YM, Blackboard Collaborate, D2L, or Canvas.
- Knowledge and experience with Learning Tools Interoperability (LTI) and assessment metadata standards.
- One or more years of experience in designing, creating, and editing web-based, mobile learning, and eLearning programs including the use of tools such as Articulate Presenter, Articulate Storyline, Articulate 360, and Camtasia.
- Proficiency using Microsoft Word, Excel, PowerPoint, and Adobe Acrobat Pro.
- Strong understanding of 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
- 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, and trainers 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.

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