Online Learning Coordinator
Position Description
March 1, 2016

Employment category:	Instructional Support
Full/part time:	Full
Work year:	12 months
FLSA status:	Exempt
Supervisor:	Executive Director of Extended Programs

Summary: The Online Learning Coordinator will facilitate implementation and coordination of the emerging Bullis Online Program, providing quality-driven innovative online and blended online learning opportunities, including but not limited to online credit-bearing courses at the upper school grade levels. The Online Learning Coordinator will provide professional development to faculty/staff of best practices in standards-based blended and online curriculum development and online teaching.

Principal Responsibilities
1. Instructional Design Support
    a. Professional Development – designs, develops and delivers workshops and online training to faculty and staff in the use of instructional strategies and educational best practices
        i. Training in best practices pedagogy of online teaching
            1. Use in instructional technologies, instructional resources, multimedia hardware/software to support teaching and learning
        ii. Training in best practices of online course design and development
            1. Structure, alignment, and tools/applications
            2. Compliance with copyright and licensing
    b. Coordinates and directs online instructional design, development and delivery with quality control measures for online curriculum development and teaching
        i. Establish and manage peer review teams for online curriculum development
        ii. Establish and manage observation/evaluation process of online teaching
        iii. Obtains student and community evaluations of online courses; manages feedback from students
2. Coordination of Online Program
    a. Work with a team to establish a plan for online course/curriculum development
        i. Identification of new online course/curriculum development
        ii. Identification of faculty to develop or teach online courses/curriculum
        iii. Meet/coordinate with online faculty/staff in meetings to plan and share best practices
3. Program Strategic Planning
    a. Participate on Online Learning Advisory Committee
        i. Coordinate work of architecture groups

b. Read/research to stay current on online education trends, changes, developments and teaching strategies
c. Participate in other areas of program planning
    i. Student, school and community
    ii. Technology
    iii. Budget
d. Participate in promotion/marketing efforts of courses/curriculum
    i. Assist in data collection and analysis to assess the online learning program status and/or contribute to informed decisions
e. Assist in preparation of reports summarizing program statistical data or describing online learning program objectives and accomplishments
    i. Assist in evaluation of effectiveness of online learning program in meeting its goals in promoting knowledge and/or skill acquisition
    ii. Assist in development/management of program budget

Work Environment
- Work primarily in a climate controlled environment with minimal safety/health hazard potential
- Requires the kind of teamwork, supervision and personal interaction that cannot be had in a home office situation; consequently, regular and predictable on-site attendance is a job requirement

Qualifications
- Master's degree in instructional design/technology or related field, or a combination of a bachelor's degree and certificate of program completion in instructional design/technology
- At least two years' work experience to include instructional design and/or online curriculum development

Key Skills
Common to all positions:
- Interpersonal/collaboration skills
- Communication skills
- Time management skills
- Problem solving skills
- Information technology skills
- Active community participation

Specific to this position:
- Demonstrated leadership, organization and oral/written communication skills
- Demonstrated skill in establishing and maintaining effective working relationships with students, faculty, staff and the public
- Must possess required knowledge, skills, abilities and experience and be able to explain, demonstrate, facilitate and model the essential functions of the job to ensure quality program service
- Possess the ability to think "outside the box" and to lead/manage change in a positive and inclusive manner
- Work effectively with ethnic, cultural and diverse student populations