

**Job Description**

Job Title: **Computer Science & Online Learning Coordinator**  
 Job Family: **Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **April 2016**

Job Code: **4199**  
 FLSA Status: **Ex-P**  
 Pay Range: **L 9**  
 Typical Work Year: **10 months**

**SUMMARY:** Develop, implement and support of student and staff online and blended learning. May include the development of a computer science K-12 learning progression. Work closely with a variety of central and school based teams assuring successful implementation and ongoing support of computer science, online and blended learning environments. Work collaboratively as a member of Learning Services with key stakeholders researching and linking digital resources that support and align to the content specific standards, Common Core standards and Adams 12 Five Star Schools curriculum. Ensure measurable improvement in and availability of best practices, research, evaluation and assessment systems that contribute to schools’ instructional achievement. Align content area’s curriculum standards, instructional practices and assessments as necessary to promote Board ends and prioritize funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Work collaboratively with the Information Technology (IT) department, key stakeholders to meet the computer science and/or the online/blended learning requests and needs of classroom teachers and students. This may include partnering with alternative, choice and neighborhood schools to develop a computer science and/or online pathways for students and teachers that address the ever-changing needs and interests of the community and assuring that students graduate prepared for the next phase of their lives. Act as a liaison between Learning Services and schools promoting and sustaining a collaborative, interdependent and positive working relationship.	D	25%
2. Research content pedagogy, materials and trends related to computer science and/or online learning pre-K-12. Build and maintain digital resources utilized within the computer science pathway and for online and blended learning. Partner with IT in providing leadership in the following areas: iBoss filtering, infrastructure adjustments and enhancements. Develop a strong partnership with Bollman Tech, Pathways, and our STEM inspired school leadership in the areas of computer science and/or online learning supports, community outreach and further development of industry partners.	D	25%
3. Represent the district in local and national partnerships regarding computer science, digital learning and support district leaders in their ongoing knowledge about computer science and/or digital learning tools and resources. Manage grant and district budgets	M	5%
4. Provide staff development for classroom teachers, administrators and district leaders on effective implementation of computer science courses and/or instructional practices in online and blended environments. Assist in providing professional learning in content areas as appropriate and embedding digital resources aligned with content areas curriculum. Provide training, coaching, and actionable feedback to administrators and educators to improve the implementation of blended learning and digital programs that support our content curricula and district curriculum frameworks. Model 21st century teaching and learning. Partner with IT to ensure that cyber security, protection of data, network compatibility, and digital safety are reviewed and addressed at appropriate levels.	W	20%
5. Interface with district leadership to assure common curriculum and expectations based on student needs for computer science and online and blended educational courses. Assure alignment of course development with district curriculum and support the coordinator through a feedback/revision process as appropriate.	W	10%
6. Research and coordinate the development and selection of all related course work in collaboration with key stakeholders. Collaborate with IT to ensure that new platforms, cloud resources, devices and applications meet the district's compatibility and security requirements. May be responsible for overseeing the process for adopting online and blended learning materials.	M	5%

7. Collaboratively research, develop and support the plan to implement a K-12 computer science learning pathway and/or additional learning opportunities to extend the access of curriculum through online and blended courses based on input from key stakeholders or as national or state frameworks change. Inform administrators and educators about changes, best first instruction in the delivery, pacing, and implementation of the resources that are chosen.	Ongoing	5%
8. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree required from an accredited college or university required; preferred in content area of specialization.
- Five (5) years of successful teaching experience or comparable work experience in a computer science, online learning and/or technology environment. Teaching in an online or blended public education setting preferred.
- Extensive experience and understanding of the use of Schoology with students and staff preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado teacher license required.
- Valid Colorado principal license preferred.
- Valid Colorado driver’s license and ability to travel among various locations.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong knowledge of ISTE, NGSS (as it applies to technology) and computer science standards.
- Strong knowledge and understanding of Backward design as it applies to curriculum development, lesson planning and programing.
- Strong background in mathematics
- Ability to design curriculum and assessments for computer science courses and/or other online/blended learning courses.
- Possess demonstrated skills in classroom implementation of standards-based instructional practices utilizing technology as an instructional tool and in learning management systems.
- Knowledge of student online learning best practices
- An understanding of the privacy, safety, behavioral, and digital security issues associated with cloud, application, and devices associated with K-12 learning environments.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to support others and make sense of and adjust to continuous change in the field of technology
- Ability to manage multiple projects and meet deadlines
- Ability to use data to guide planning and decision-making.
- High level of leadership and interpersonal skills including excellent oral, written, and public speaking communication skills.
- Demonstrate understanding of how educational technologies can be utilized to help close the achievement gap.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of a variety of web 2.0/web development tools, apps and demonstrated success in using technology and information literacy in instruction.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>		<b>JOB CODE</b>
<b>Reports to:</b>	Professional Learning Director		050330
	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This position does not have supervisory responsibilities		

**Computer Science and Online Learning Specialist**

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Develops, manages, and responsible for content area district and grant budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			Xx	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			

Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	