



# Irvine Unified School District

## COORDINATOR IV: ONLINE LEARNING

### DEFINITION

Under the general direction of the Assistant Superintendent/Education Services, plan, implement, supervise, coordinate and evaluate the District's online and blended learning program.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Design, plan, and implement comprehensive blended and online course and program offerings to meet needs of IUSD students, including, but not limited to:
  - Credit recovery
  - Course/credit acceleration
  - Alternative course schedules and sequences
  - Student support and/or intervention
  - Increasing diversity or availability of course offerings
  - Individualizing and/or differentiating instruction.
- Coordinate with Education Services, Information Technology and school sites to ensure blended and online learning opportunities reflect curriculum standards and IUSD's Continuous Improvement Efforts, including the Essential Capacities.
- Remain current with developments and trends in blended learning programs, curriculum, and instructional practices and provide leadership in determining program direction and improvement.
- Coach and support teachers, administrators, and other staff in implementing high-quality, rigorous and engaging blended and online courses.
- Create and identify professional development resources to support meaningful learning and effective instruction in an online environment. Consult with the Assistant Superintendent of Human Resources and the Director of Professional Learning in the content, structure, and scheduling of professional development.
- Identify, evaluate, create and curate online curricular resources and educational software programs as core curriculum and supplementary tools. Act as a liaison with educational software providers to advocate for IUSD needs.
- Utilize IUSD-supported systems, including adopted course management and assessment programs, to create blended and online programs that integrate seamlessly with IUSD's schools and core academic programs. Collaborate with Information Technology leadership on the implementation, support and use of technological resources.
- Engage with staff, students, families and other stakeholders to continuously review and refine existing blended learning offerings, and to identify needs and drivers of new programs.
- Analyze a variety of data sources, including student assessment, behavioral, and survey data to evaluate existing programs and identify opportunities for growth and improvement.
- Know and understand current research, pedagogies and their implications for program development in IUSD.
- Know and understand current legal requirements for online learning, independent study, and course/school accreditation.
- Manage program budget and identify opportunities to increase revenue to support the program through grants, federal/state programs, and legally permissible fee-based activities.
- Communicate with parents, staff, leadership team and outside organizations for the purposes of providing administrative support, enhancing program awareness, implementing the program, and resolving conflicts.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

### KNOWLEDGE AND ABILITIES

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing online learning, blended learning, digital curriculum and independent study/asynchronous learning programs in California.

- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective online and blended learning programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Ability to effectively evaluate technological tools and educational software to identify fit for purpose.
- Knowledge of State funding allocation methods.

**EDUCATION and/or EXPERIENCE**

- Three years of successful certificated teaching experience. (Secondary and/or Alternative Ed Preferred)
- Valid California teaching or other related Services credential.
- California Administrative Services or other related Services credential.
- Possession of a valid California driver's license.
- Three years of successful project or program management experience.
- Desired:
  - Instructional Design and Technology Degree or equivalent
  - Leading Edge Certificate

**PHYSICAL DEMANDS:**

- The physical demands described here 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.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Last Modified 10/14/2014