

Carson City School District Job Description: Instructional Program Coordinator

Job Title: Instructional Program Coordinator

Department: Educational Services or School Site

Reports To: Principal

FLSA Status: Non-Exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 02-14-2020

General Job Description:

Under the guidance of the Principal, this position involves designing, conducting, promoting, and supporting various online public educational programs. This position researches and assesses educational needs and interests for targeted public segments of online learners, and develops programs, materials, technology and learning approaches accordingly. This position coordinates the entire online learning experience for the learners and provides programmatic support. This position seeks opportunities to increase student enrollment and retention in online courses.

Experience or training required:

Knowledge of:

- Departmental and campus policies and procedures;
- Educational program content and objectives;
- Online program coordination and management.
- Working knowledge of delivering online public educational programs.
- Working knowledge of current online public education programs and trends.
- Working skills to produce and deliver online programs.
- Working knowledge of conducting needs assessment for online courses and programs.
- Good analytical skills to understand how educational needs can be addressed through the design and delivery of online education programs.
- Good reading, verbal, written and interpersonal communication skills, and good presentation skills.
- Uses student management databases; uses business software systems in completion of assignments (e.g., Word, Excel, Access, Outlook).

Ability to: Plan, organize and schedule the work lab technician staff to meet established standards of quality and timeliness; learn and interpret specific rules, regulations, laws and policies and to apply them with good judgment in a variety of situations without immediate supervision; meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness; understand the needs of students and to possess a genuine liking for children; assume responsibility and use good judgment in recognizing the scope of delegated authority; determine and retain privileged communications; maintain confidentiality of privileged or sensitive information; operate a computer; proofread and detect errors; perform responsible clerical work with accuracy and speed; compile and maintain accurate records and files; compose routine correspondence independently; make mathematical calculations quickly and accurately; keyboard at a corrected speed of 40 wpm; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. College education preferred. A typical qualifying entrance background is completion of formal or informal training distance education management, record keeping, data entry, keyboarding, or a closely related field; and experience performing office managerial duties, including clerical staff supervision and report preparation duties; wherein the incumbent has acquired the knowledge and abilities listed above.

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Licenses or Certificates Required:

Possession of a high school diploma or equivalent certificate, college education preferred or continuing education in related field required, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

The online coursework lab is a fast paced computer lab where the staff serves students daily for mid-term and final exam testing, conducts student orientations, and makes daily student progress calls. The Distance Education Coordinator shall guide students and parents to ensure student work completion. All documentation and written information regarding student performance, concerns or issues must be up to date. This position requires a general knowledge of distance learning. They will receive training in the use, function and procedures for each platform of on-line learning. Experience in the secondary school setting is preferred. All data documentation is done electronically and knowledge of Microsoft Word, Excel and PowerSchool is beneficial. The Distance Education Coordinator will not provide academic assistance to students; students are referred to their on-line teachers for academic assistance. The role of the Distance Education Coordinator is to provide a welcoming, safe, helpful environment in which students and parents feel comfortable to visit, request help and/or seek direction in working with teachers, administrators and counselors. Each CCSD school site has a counselor who will advise students on coursework, and collaborate with the Distance Education Coordinator on any issue(s) that may arise.

Essential Duties and Responsibilities:

- Assists Principal in developing strategic market plans and targets audience. May prepare and edit brochure copy and other promotional material in coordination with the District's initiatives. Implements additional internal/external promotions that may include phone calls, composing letters, mailings and writing and designing desktop flyers. Organizes webcasts, information sessions, and special events. Evaluate success of promotional efforts.
- Responds to inquiries from students, potential enrollees, and faculty using all available resources.
- Assists in evaluating and adjusting course efficacy through student evaluations. Based on course evaluations and feedback by instructors and students, advises Principal of need for revision in existing courses and work directly with instructors to revise course format.
- Assists in developing, preparing and reconciling budgets for program. Monitor expenses compared to course budgets and take action to remain within budget.
- Working knowledge of delivering online public educational programs.
- Working knowledge of current online public education programs and trends.
- Working skills to produce and deliver online programs.
- Working knowledge of conducting technical needs assessment for online courses and programs.
- Good analytical skills to understand how business needs can be addressed through the design and delivery of online education programs.
- Good reading, verbal, written and interpersonal communication skills, and good presentation skills.
- Uses student management databases; uses business software systems in completion of assignments (e.g., Word, Excel, Access, Outlook).
- Answer in-coming calls.
- Maintain a friendly and approachable professional demeanor
- Set up testing/orientation appointments (spreading the testing appointments throughout the day).
- Conduct orientations with students and their parents/guardians.
- Contribute to the team approach of the CCSD Lab by supporting District/Site policies and procedures.
- Make one or two weekly progress calls to students and follow up with their parent/guardians.

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- Retrieve messages and return all calls within 24 hours.
- Respond to counselor/administrator requests by phone or e-mail on a daily basis regarding enrollment, student progress, etc.
- Help students communicate with their teachers
- Assist parents and students with problems or concerns regarding attendance, course progress, grades, projected completion dates, and behavior.
- Have the ability to use technology to register, enroll, monitor and track student data.
- Other appropriate duties as identified by the administrator.
- Keep updates on district online applications.
- Keep all written documentation updated weekly.
- Track progress of distance education program data and provide information to the administrator.
- Along with site administrator develop and maintain procedures for the CCSD online program.
- Act as a liaison to the administration of CCSD schools along with providing course coordination with site counselors.
- Work/run statistical reports and data to monitor student success.
- Communicate with online learning companies on program/course problems and suggestions.
- Facilitate/provide training for site coordinators.
- Provide weekly student status reports to site attendance and site coordinator.
- Supervision of lab technicians and/or Distance Education Assistants.
- Other duties as assigned.

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; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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.

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.