SCHOOL DISTRICT NO. 63
(SAANICH)

JOB DESCRIPTION

CLASSIFICATION
Data Services

POSITION
Distributed Learning Systems Coordinator

SUMMARY

Under the limited direction of the School Administrators, provides organizational and technical support to staff as pertaining to operational systems (Student Information Systems, Learning Management Systems).

DUTIES

- Manages Learning Management System (LMS) course creation, upgrades and service packs, user accounts, roles and permissions, homepage, troubleshooting and help-tickets, etc.
- Assists with design, configuration, support and troubleshooting of the Student Information System (SIS)
- Implements best practices related to technology use in SIS and LMS
- Administers, manages and configures third-party web applications
- Administers and manages SIDES website
- Maintains SIDES social media presence (connected to marketing)
- Manages, maintains, tracks and recommends technology inventory and purchases
- Researches, plans, estimates and recommends school technologies that use custom hardware and third party web applications, including those required for Learning Services/special needs
- Coordinates professional development/training activities directly related to the integrated use of technology, including usability training and support of the learning management system, student information system and other information systems
- Prepares and maintains technical documentation such as instructions, procedures and user manuals
- Provides leadership and collaborates with administration and other departments to develop, implement, and update SIDES' school technology plan

* Performs other comparable duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Diploma in Technology, Project Management or related field and five years' related experience or a combination of education and experience
- Specialized relevant training (e.g. Project Management, LMS administration)

* Or an equivalent combination of training and experience

DESIRABLE SKILLS

- Knowledge of distributed learning policies and procedures
- Dedication to learning and working with diverse technologies and multiple application systems
- Proven ability to coach adults in the use of technologies
- Excellent communication skills
- Organizational skills including ability to set priorities
- Working knowledge of web standards and compliant code
- Working understanding of the latest trends and technologies in online education

- Working knowledge of user interface design principles

DATE
December 2015