SCHOOL DISTRICT NO. 63
(SAANICH)

JOB DESCRIPTION

CLASSIFICATION	POSITION
Data Services	Online Learning Technology Coordinator

SUMMARY
Under the limited direction of the School Administrators and Director of Information Technology, performs online systems administration and organizational technical training and support in compliance with School District goals and current technology and security best practices.

DUTIES
- Oversees the District Learning Management System (LMS), monitors monthly updates, manages uses, roles and permissions, configurations variables and organizational tools
- Works with District Teacher Lead and Course Development Coordinator to customize the LMS platform and develop new programs and courses
- Oversees and leads the District Systems Analysts and others with the creation and execution of LMS and online learning technology support procedures
- Collaborates with Programmer Analysts/Systems Administrators with the development of new online learning programs, testing and data verification
- Manages and configures third-party web applications, including contracts, client meetings and privacy impact assessments
- Oversees the school Student Information System (SIS), manages users, roles and permissions and assists with design, configuration and support
- Coordinates with the District IT department to maintain and track inventory, analyze data and track learner progress and performance
- Coordinates professional development and training activities directly related to online learning, including usability training and support of the learning management system, student information system and other learning software
- On-boards new employees to provide orientation on tools, systems and procedures
- Prepares and maintains technical documentation such as procedure manuals, software updates and training documents
- Attends courses, seminars or workshops to upgrade skills or stay current with practices and procedures relative to their department
- Engages in online learning and technical advisory boards and committees

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

QUALIFICATIONS
- A Bachelor's Degree in Technology, Project Management or related field and five years' related experience or a combination of education and experience
- Demonstrated competency in current Online Learning technologies and Project Management

* Or an equivalent combination of training and experience.

DESIRABLE SKILLS
- Knowledge of online learning and blended learning policies and procedures
- Strong skills in systems administration, database management, software development and systems analysis

- Must be able to communicate effectively to establish and maintain effective relationships with staff, co-workers, supervisors and contractors
- Demonstrated ability to lead, direct, motivate, train and inspire staff in a positive manner
- Strong organizational skills including ability to set priorities
- Working understanding of the latest trends and technologies in online education and artificial intelligence (AI)
- Must be able to coordinate multiple tasks, prioritize work, plan and prose recommendations for change

DATE
May 2024
December 2015