

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: COORDINATOR, DIGITAL LEARNING INITIATIVES

WORK YEAR: 215 Days

REPORT TO: Director V, Innovation and Learner Engagement

PRIMARY FUNCTION

Under the direction of the Director of Innovation and Learner Engagement, perform as a Coordinator assisting in the development and implementation of curriculum focused around technology integration and online learning; plan and coordinate related staff development; provide direct support to schools; manage and participate in other activities related to improving the academic success of students.

REPRESENTATIVE DUTIES:

- Perform a variety of duties to support board, district, division and department goals, especially improved student learning and engagement
- Support an aligned, standards-based system of curriculum, instruction, assessment, leadership, parent outreach, community involvement, digital citizenship, technology literacy and online learning.
- Work with principals and other instructional management personnel to ensure a consistent, cohesive and carefully articulated instructional program across all sites and levels.
- Act as a liaison between principals and Riverside Virtual School to increase the number of students participating in online learning opportunities across the district.
- Work with High School Principals to recruit and train teachers in the facilitation of online courses.
- Provide leadership in the design of online course work for students in grades 9-12.
- Build capacity of RUSD staff in the area of eLearning tools and best practices to advance online learning opportunities across the district.
- Lead RUSD staff by promoting the use of technology for learning and teaching that results in redefinition rather than substitution or augmentation.
- Work collaboratively to guide Instructional Services staff in incorporating digital teaching and learning resources and tools into daily classroom activities.
- Serve as a resource person to schools to support the successful implementation of instructional programs and related instructional priorities.
- Assist with the development of new projects to enhance the instructional program.
- Design, provide, and/or coordinate staff development in assigned area(s) of responsibility.
- Pilot, monitor, evaluate, and scale up innovative projects and programs.
- Manage programs and/or special events as assigned.
- Prepare and deliver oral presentations and reports to principals, parent groups, and the Board.

- Assist with the preparation of required reports, both written and oral.
- Monitor budgets related to assigned areas of responsibility.
- Represent the District and Instructional Services at County and State levels, as assigned.

KNOWLEDGE AND ABILITIES:

- Current trends in educational software applications and hardware; operating systems and hardware associated with educational applications
- Current principles and practices of instructional and training methodologies for a broad variety of student learning aptitudes
- Budget planning, development and administration practices
- Research and report preparation techniques
- Grant application and administration practices
- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Work in a diverse socio-economic and multicultural community
- Operate a computer and job-related equipment
- Maintain consistent, punctual and regular attendance
- Work independently with little direction
- Meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with instructors, certificated staff, vendors, and management representatives

Other duties as assigned:

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving

- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- Valid California Administrative Services Credential
- Master's Degree desired
- A combination of a minimum of three (3) years of experience as a classroom teacher with increasing responsibilities at the site level.
- Site administrator experience preferred
- Must possess a valid driver's license