

Coordinator II – Instructional Design

Position Details

Reference Code: A586

Division: Nevada Learning Academy at CCSD

Classification: Professional-Technical

Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position coordinates Instructional Design within the Nevada Learning Academy (NVLA) at Clark County School District (CCSD) Development and Innovation Department. This position is responsible for assisting faculty, subject matter experts, and other District stakeholders in the design, development, and on-time delivery of accessible instructional content. This position assists with training in the basic skills to deliver curriculum using synchronous and asynchronous software and serves as the leader with respect to Web-based emerging technologies and their applications. This position reports directly to the Principal, NVLA.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works with curriculum teams to develop and deploy engaging online course content, corresponding learning activities, and assessment instruments.
2. Ensures the Web coding and link integrity for school websites.
3. Writes scripts and programs to enhance the content with search engines, animation, forms, and graphics.

4. Facilitates the integration of technology into the curriculum by assisting in the selection of appropriate teaching methodologies and technology to support student learning outcomes and to enhance the learning process.
 5. Assists with the alignment of software/Internet resources to the curriculum and provide instructional solutions. Participates in selecting appropriate technologies to support effective delivery of course content, such as learning management systems (LMS), social media applications, and standalone publisher content.
 6. Coordinates production and deployment of online curriculum and professional development.
 7. Provides consultant and training services to teachers, staff, and administrators on application and implementation of online distance education; LMS training including course creation, migration, and use/navigation; and regulatory compliance related to online courses; assists with and conducts online webinars.
 8. Ensures user acceptance by soliciting their involvement on designs, functionality, and testing; maintains communications with end-users to ensure systems continually meet user expectation.
 9. Develops, implements, and manages special projects.
 10. Performs other duties related to the position, as assigned.
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Position Expectations

1. Coordinate the development of digital instructional content.
 2. Ability to communicate technical information effectively to non-technical audiences.
 3. Ability to plan, organize, prioritize, and work independently, as well as part of a team.
 4. Ability to work under pressure and to meet deadlines.
 5. Ability to manage several projects/programs simultaneously and maintain high-quality service while meeting the goals.
 6. Research, analyze, and identify communication needs and stay current on latest trends in design and technology.
 7. Understanding of telecommunications systems including the Internet and Google Mail.
 8. Effective presentation and workshop facilitation skills.
 9. Effective communication, collaborative, and interpersonal skills.
 10. Effective skills in planning, organizing, and coordination of activities.
 11. Skilled in dealing with teachers, staff, and administrators.
 12. Strong oral and written communication skills.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Successful experience in a related field and/or three (3) years of professional work experience in Web design and programming and/or three (3) years of professional work experience in instructional design in a Pre-K - 20 environment.
3. Knowledge and experience in Universal Design and Accessibility protocols.
4. Demonstrated experience in streaming media applications.
5. Success in working with multimedia applications.
6. Experience with the instructional design applications such as: Hypertext Markup Language 5 (H5P), Adobe Creative Suite, CourseArc, Dreamweaver and Fireworks as it pertains to enhanced design.

Preferred Qualifications

1. An earned degree from an accredited college or university preferably in related field (i.e. computer science, computing and information technology, graphic technology, communications).
2. Degree with emphasis in Universal Design.
3. Experience with synchronous meeting platforms such as Adobe Connect.
4. Demonstrated experience in team leadership.
5. Demonstrated experience in designing and managing Web sites.
6. Demonstrated experience in 3-D design.
7. Demonstrated experience in commercial art, design, and development.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/20/20
- Created: 12/18/08