

Project Facilitator, Online Course Designer, Math 6–12

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The individual selected for this online course designer will be responsible for developing online and blended content for middle school and high school mathematics classrooms. These online courses will be available districtwide and must be high quality, standards-based content. In addition, the project facilitator will plan, develop, and provide professional learning in the areas of delivering curriculum in online and blended learning environments, mathematics curricula, instruction, and program support. The project facilitator will collaborate with Region personnel, members of the Southern Nevada Regional Professional Development (RPDP) Program, and Clark County School District divisions and departments including, but not limited to the Assessment, Accountability, Research, and School Improvement Division (AARSI); Human Resources Division (HRD); English Language Learner Department (ELLD); and Student Services Division (SSD) to promote consistency in professional learning activities in addressing District goals, initiatives, and objectives. The individual selected for this position will be expected to adhere to the District's *Professional Domains and Standards for Licensed Employees* and will be directly responsible to Director II, K–12 Mathematics Department, Curriculum and Instruction Division (CID), Academic Unit.

Essential Duties and Responsibilities

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

1. Develop plans for and coordinates the creation of District-level online middle and high school course material.
2. Utilize the National Standards for Quality (NSQ) online courses to create and evaluate course design.
3. Align and chart Nevada Academic Content Standards (NVACS) and District mathematics objectives into a schematic for course development.
4. Establish curriculum maps and other teacher resources for online courses in development.
5. Identify and employ educational applications (apps) within online course design.
6. Create a constructive and discovery style of design and instruction for online courses.
7. Reduce student cognitive load of course navigation by employing and adhering to a strict online design model.
8. Provide support to District teachers deploying digital content and tools in online and blended classrooms.
9. Document and provide instructional resources to support teachers in online and blended learning classrooms.
10. Plan, prepare, and facilitate mathematics professional learning activities to support classroom teachers with the implementation of new and/or revised mathematics curricula focusing on student achievement.
11. Collaborate effectively and professionally with a variety of divisions, departments, and institutions to provide teachers with resources that lead to improved student achievement.
12. Remain current on research related to mathematics content knowledge and pedagogy, the NVACS for Mathematics, and Standards for Mathematical Practice.
13. Research best practices in the field of online and blended teaching practice and course design.
14. Perform other duties related to the position, as required/assigned.

Position Expectations

1. A high level understanding of the resources and tools located in the Curriculum Engine and the ability to use them for the development of daily and long-range lesson plans.

2. A thorough knowledge of the Grades 6–12 NVACS for Mathematics, including the Standards for Mathematical Practice.
 3. A thorough knowledge of the Nevada Educator Performance Framework (NEPF).
 4. Demonstrate effective skills in preparing, organizing, and presenting professional learning activities.
 5. Demonstrate leadership abilities in planning, organizing, implementing, and coordinating effective curricular programs.
 6. Demonstrate effective communication (verbal and written), collaborative, and interpersonal skills.
 7. Ability to communicate technical information effectively to non-technical audiences.
 8. Ability to work under pressure and meet deadlines.
 9. Ability to plan, organize, prioritize, and work independently.
 10. Willingness to maintain a flexible work schedule in order to support project needs.
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Position Requirements

Education and Training

1. Bachelor's degree from an accredited college or university.
2. Five (5) or more years of successful contracted mathematics classroom teaching experience with a demonstrated ability to integrate technology in classroom teaching.

Licenses and Certifications

1. Must possess or be able to acquire by time of appointment to the position, a secondary mathematics 7–12 teaching license issued by the Nevada Department of Education (NDE) and have attained Highly-Qualified Teacher Status.
2. A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Completion of BlendED Professional Learning Education Courses PDE 3781: Digital Teaching & Learning 101 PDE 3794: Canvas Foundations - Breaking Ground with the Basics.
2. Experience as an instructor in an online and/or blended learning environment.
3. Experience with District online learning applications such as Canvas Learning Management System (LMS), Google Classroom, etc.

4. Strong verbal and written communication skills, including presentation and workshop facilitation.
5. Knowledge and experience in instructional design.
6. Experience in World Wide Web (WWW) authoring tools.
7. Coursework and experience in the area of mathematics beyond that required as part of undergraduate work at the college/university level.
8. Mathematics major or mathematics with calculus endorsement issued by the NDE.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/16/23
- Created: 03/29/16