



Columbia County School District Job Description

Position Title: Digital Learning Specialist		
Department: Department of Student Learning	Evaluation Instrument: Performance will be evaluated annually by the Director of Digital Learning in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Teacher Pay Scale	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 200 Days, 8 hours a day		
Reports to: Director of Digital Learning		

MINIMUM QUALIFICATIONS

Minimum of Bachelor's Degree in Education, with a major or emphasis in Instructional Technology preferred.

GOAL

Assists the Director of Digital Learning with the effective use of digital instructional technology for the purpose of promoting an environment that encourages creative and independent use of instructional technology and personalized learning throughout the Columbia County School District.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Assists with the integration of digital instructional technology into the curriculum and teaching practices of the Columbia County School District.
- Supports and maintains all Content Management Systems (CMS) & Learning Management Systems (LMS) such as Georgia Virtual School, OdysseyWare, Moodle, LimeSurvey, Online Registration System (OLR), Infinite Campus (SIS), etc.
- Supports the Director of Digital Learning with school-level Instructional Specialists and Media Specialist regarding the delivery of instructional technology training to CCBOE faculty.
- Supports the continued development of each school's Learning Commons.
- Supports the Director of Digital Learning in leading the process of evaluating and selecting digital curriculum program options to ensure the most up-to-date and current instructional technology programs and tools are utilized in the school district's day-to-day teaching practices and media centers.
- Ensures the appropriate interactive textbooks, videos, animation, and other digital instructional tools are integrated into lessons on technology tools and devices to ensure students meet applicable federal and state academic standards.
- Assists in the development of district policies and procedures governing technology, data issues, and network security and enforces those policies and procedures as needed.
- Assists the Director of Digital Learning with communicating and collaborating with the Human Resources department to ensure teachers and staff are trained and supported to work within a digital learning environment.
- Supports the Director of Digital Learning in coordinating with the Technology department to plan and implement technology tools and devices for the use of CCBOE faculty and students.
- Assists with the storage of all student achievement and learning progress data into digital format and assures that the data is accessible to the appropriate parties.
- Assists with development, maintaining, and management of a method for feedback and assessment of the instructional technology and educational media used within the school district to evaluate the level of responsiveness and effectiveness in meeting the needs of the district.

- Prepares and maintains a wide variety of reference, presentation, policy, and administrative materials in both written and electronic formats (plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests, and issues, providing audit references, and/or meeting compliance requirements.
- Participates in a variety of meetings as required (workshops, inter- and intra-district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide range of subjects required to carry out job responsibilities.
- Assists the Director of Digital Learning with an effective means of communication with vendors, principals, school district office personnel, and others to serve as the primary point of contact for instructional technology issues.
- Responds to a wide variety of inquiries from staff, school personnel, professional organizations, and others for the purpose of resolving issues, providing information, and/or referring to appropriate personnel.
- Assists the Director of Digital Learning with the development of the annual instructional technology budget to ensure funding that supports the district's vision of future education.
- Works closely with the Business Department to develop, approve, and maintain a system to manage instructional technology contracts, purchase instructional technology tools, and actively seek and/or procure funding for instructional technology.
- Maintains proper documentation of expenditures associated with instructional technology grants (purchase orders, invoices, equipment inventories, etc.) in coordination with the Technology and Business departments.
- Ensures proper documentation for individual school and district-wide inventory of instructional technology assets in coordination with the Business department.
- Assists the Director of Digital Learning with providing and ensuring employees' participation in professional learning opportunities as needed to effectively perform their job duties.
- Assists the Director of Digital Learning with developing, maintaining, and improving operating procedures to improve efficiency and effective use of school resources.
- Performs other job-related duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: April 2018