



Job Description

Title	Title Code	
Teacher Specialist-Online Campus	C20283	
Division/Department	Unit	Grade
Staff Development	I	Teacher's Scale
Reports To (title only)	Current as of	
Senior Manager-Instructional Technology	9/1/2013	

Position Summary	Is this position exempt from overtime pay?	Yes
-------------------------	--------------------------------------------	------------

Provides assistance to the Office of Instructional Technology, the Division of Advanced Studies and Programs, Division of Curriculum and Instruction, school administrators, guidance personnel, teachers, and parents in the planning, development, implementation, and evaluation of online modules and courses for students. Serves as liaison between AACPS Central Office, the Maryland Virtual Learning Opportunities (MVLO) program coordinator, MSDE Online Learning staff, and schools.

Essential Duties & Responsibilities	Does this position have supervisory responsibilities?	No
------------------------------------------------	-------------------------------------------------------	-----------

1. Facilitates the discussion and coordination of online and hybrid student course offerings and services at the system level.
2. Coordinates and provides training for teachers and support personnel for broadcast and online learning.
3. Provides guidance in the development and implementation of practices/policies at the system level including working with the Technology Division to ensure that the school system network will permit access to the online courses; working with curriculum staff on the approval process for course offerings; and developing and evaluating effective practices for successful implementation of the online campus.
4. Communicates with and provides information regarding online and broadcast course offerings to all stakeholders: administrators, guidance, students, parents/guardians, and staff.
5. Develops and maintains effective hybrid and online scheduling procedures with teachers and administrators for broadcast and online learning.
6. Facilitates the collaborative development of student hybrid and online courses according to MSDE guidelines.
7. Provides training, support, and communicates regularly with online support teachers.
8. Promotes professional development opportunities for teachers to become certified in online teaching.
9. Serves as liaison between the MVLO Program Coordinator and AACPS; Collaborates with the MVLO Program Coordinator in managing student participation and performance, collection of data, and preparation of reports; provides report card and interim dates to the school data office; provides feedback on the quality of the courses and instruction and the satisfaction level of the school system.
10. Collaborates with the Senior Manager, Instructional Technology and Senior Manager of Advanced Studies and Programs on all items related to the delivery of online student courses; keeps Supervisor abreast of broadcast and online learning initiatives.
11. Assists school administrators with planning a school-wide hybrid/online instructional program that provides consistency, continuity, and varied approaches that reflect MD Teacher Technology Standards, MD Educational Technology Standards for Administrators, MD Professional Development Standards and supporting MD Technology Literacy Standards for Students.
12. Assists in planning and conducting in-service workshops and courses through various platforms of delivery. Provides regular assistance to teachers in implementing ideas and techniques gained through professional development opportunities.
13. Explores emerging technologies and their online/hybrid instructional applications.

14. Serves on Central Office committees related to instruction, instructional technology, alternate learning settings/environments, and online or hybrid learning.
15. Investigates interventions that support differentiated delivery options for student and professional development courses.
16. Participates in grant writing, implementation, and evaluation.
17. Performs other duties as assigned.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made on request to enable individuals with disabilities to perform the essential functions.

Education

- Master's degree or equivalence preferred. Twelve semester hours of credit in or successful teaching experiences preferred in the area of instructional technology.

Experience

- Four years of successful classroom K-12 teaching experience preferred, which includes the successful use of technology to support instruction.
- Two years of experience K-20 teaching in or serving as an administrator of a hybrid or online teaching environment.

Knowledge, Skills, and Abilities

- Demonstrated knowledge of a variety of instructional technology methodologies and delivery systems, emerging technologies, distance education, multimedia applications, integrated learning systems, courseware, content related and general purpose software, networked and stand-alone environments.
- Working knowledge of and experience with emerging technologies.
- Excellent interpersonal and organizational skills.
- Strong leadership skills related to school, county, or state settings.
- Ability to communicate effectively both verbally and in written form with diverse populations including, professional colleagues, staff, students, and parents.
- Possesses knowledge, understanding, and/or experience in the pedagogy of online teaching and learning.
- Demonstrates knowledge of National, State, County technology and professional development standards.
- Demonstrated proficiency with business software (e.g. Microsoft Office Suite-Word, Excel, Outlook, and/or PowerPoint preferred) and social media (Facebook, Twitter).
- Experience with Blackboard learning management systems.
- Successful completion of a credit-bearing online professional development course as a participant, facilitator, or developer.
- Successful completion of other online experiences including webinars, workshops, conference attendance, and/or non-credit courses.
- Commitment to a continuous process for professional growth and lifelong learning.

Licenses/Certifications

- Advanced Professional certification preferred as established by the Maryland State Department of Education.

Career Ladder Requirements

- N/A

Physical Requirements

- As required by the duties and responsibilities of the job.
-

Established: 9/1/2013