



Position Description

Job Title: Distance Education Specialist
Department: Research, Evaluation & Learning Management
Reports To: Director of Learning Management
FSLA Status: EXEMPT

SUMMARY

Design content for, and coordinate the use of, the learning management system (LMS) for course delivery, tracking and reporting student and group progress toward certification. The Distance Education Specialist will oversee the contract with the LMS vendor, lead the help-desk function and assist the Learning Management Team in converting the course content, publishing courses and implementing all aspects of the certification initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Convert existing and newly developed course content into a distance learning format and design course assessments using course authoring tools.
- Publish courses inside the LMS and complete updates or revisions as guided by the Learning Management Team.
- Work with the Learning Management Team to identify and post available courses to the network.
- Establish and manage community engagement aspects of the LMS, keeping the Learning Management Team informed on activities and progress.
- Produce regular reports on student participation and overall project progress.
- Maintain ongoing communication with the LMS vendor on all technical aspects of use of the platform.
- Assist in maintenance of the budget as it relates to the vendor contract.
- Provide training and demonstrations related to e-learning as required.
- Set up and manage the help-desk function for the LMS.
- Assist network learners in resolving technical difficulties related to accessing the LMS and course content.
- Work with all national network teams in developing new uses for the LMS that are unrelated to the certification initiative.
- Create LMS solutions that promote innovation and efficiency.
- Other duties as assigned.

This is an essential position and the employee is domiciled in the Arlington, Va., office. Regular and satisfactory attendance and punctuality are required.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by the Vice President, REALM as required.

QUALIFICATIONS/SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job will require that the individual has excellent project management skills, organization skills and problem-solving skills, as well as the ability to manage large amounts of technical tasks and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree with one to two years of related experience or certification from an accredited institution in distance learning or instructional technology with two to three years of experience working in e-learning related fields preferred. Experience with course authoring tools and a learning management system.

LANGUAGE AND COMMUNICATION SKILLS

Ability to read, analyze, and interpret general training, learning management system vendor periodicals, professional journals or technical manuals, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and express clear and concise ideas, both orally and in writing. Superior organizational and communication (oral and written) skills, with strict attention to detail. Ability to effectively present information to current and potential funders, network members and national staff. Competence in using the Microsoft Suite and/or the following computer products: Outlook, Word, Excel and PowerPoint. Experience with course authoring tools or learning management systems preferred.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Knowledge of basic budget preparation and financial audit information.

REASONING ABILITY

Ability to define problems, collect, manage and analyze data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables. Ability to successfully manage multiple, co-occurring projects. Ability to provide leadership in executing action plans and utilizing resources toward the accomplishment of projects.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

TRAVEL: Minimal travel required.

WORK ENVIRONMENT

The office space is new, contemporary and comfortable with an open floor plan and moderate noise level.

TO APPLY: Please send cover letter and resume to jobs@cisnet.org with 'DE Specialist' in the subject line. Resumes submitted without this information will not be considered. Communities In Schools is an Equal Opportunity Employer.