

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6031
Pay Grade: C03

FLSA: Exempt

COORDINATOR, DISTANCE LEARNING

MAJOR FUNCTION:

Coordinates district efforts in distance education within Management Information Systems (MIS) Department along with other state agencies, community colleges, universities, Pinellas Technical Education Centers (pTEC), and supervisors of curriculum areas.

DUTIES AND RESPONSIBILITIES:

- Publicizes current distance learning options and information for students within schools guidance counselors, and community.
- Provides regular training on distance learning platforms to curriculum supervisors, guidance counselors, and teachers.
- Serves as a liaison between the district and online curriculum content vendors.
- Reports monthly on the use and results of distance learning options by students in Pinellas County.
- Maintains relationships with distance learning professionals at pTEC, Florida Virtual School (FLVS), Florida Distance Learning Consortium (FDLC), local colleges and universities
- Researches and seeks training on the latest trends and distance learning technology
- Facilitates the development, implementation and evaluation of distance learning courses.
- Provides options and support for asynchronous and synchronous distance learning via the most current stable technologies for use with the district
- Develops and maintains the Distance Learning web page.
- Provides direction and training for teachers in the effective use of digital learning tools and class options for students both on and off campus.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in education and/or other related fields. Demonstrated experience in web page development, online course development, and video conferencing.

ISSUED: 1/08 AK; BOARD APPROVED: 2/12/08.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

COORDINATOR, DISTANCE LEARNING

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Distance Learning – PTS