



T U L S A

PUBLIC SCHOOLS

**Job Title: Online Content Coordinator**

**Department:** Professional Learning  
**Reports To:** Director of Professional Learning  
**Grade:** EG-02  
**Number of Days:** 12 Months  
**Security Access:** Wilson Teaching and Learning Academy  
**Current Date:** April 22, 2016  
**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The Online Content Coordinator manages, organizes and facilitates the content of professional learning opportunities that the district offers on various delivery platforms in order to support instructional and administrative staff in their goal to increase student achievement in the preK-12 classroom. This position provides leadership, professional development, and support to instructional and administrative staff regarding the online delivery and follow up of professional development.

**Minimum Qualifications:**

- BA or BS, preferably in education technology, information technology, communications or related field or equivalent experience.
- Current Oklahoma teaching certification.
- 5 years classroom teaching preferred.
- Experience in training individuals on the use of instructional technology tools.
- Experience in technology integration, video production, computer technology.
- Experience in instructional design, curriculum development, web development (including HTML coding, JAVA scripting, forms development, and multimedia production).
- Training or equivalent experience in computer networking, repair, and software installation.
- Experience in project management, planning, and execution.
- Skilled with integrated software systems and Microsoft Applications.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Under the direction of the professional learning team, the Online Content Coordinator manages, organizes and facilitates the content of professional learning opportunities on various delivery platforms in order to support instructional and administrative staff in their goal to increase student achievement in the preK-12 classroom.
- Collaborates across departments with appropriate instructional and technical staff to support, manage and optimize the use of professional learning software and resources.
- Provides leadership, professional development, and support to instructional and administrative staff regarding the online delivery and follow up of professional development.
- Provides essential support needed to complete technology-based instructional training management and productivity functions of the office of Professional Learning.
- Assists in the design, development, documentation, analysis, testing, or modification of computer systems, software, and programs based on and related to user or system design specifications for professional learning.
- Works closely with the department of Instructional Technology and supports the Professional Learning team in maintaining relevant technology tools for training and conferences.
- Works independently and collaboratively with colleagues to develop online courses and provide support services in course design for online delivery.
- Stays abreast of current industry standards and techniques to ensure effective content and delivery that achieves the district's professional learning goals.
- Perform other duties as assigned.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to work alone or collaboratively with others, demonstrates self-discipline and initiative and follows state and district guidelines.
- Ability to coach, mentor, and lead high quality professional learning by effectively applying adult learning theories.
- Exhibits outstanding analytical, interpersonal, and written and oral communications skills.
- Demonstrates attention to detail, ability to follow through on projects and meet deadlines.

- Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint), Google Platforms, web publishing tools (Wordpress, Dreamweaver, HTML, etc.) and online learning platforms (Blackboard, PD360/Edivate, TCH, etc.).
- Experience and proficiency in the video capture and editing.
- Experience using development/organization website or professional learning platform content.
- Ability to learn, navigate, and achieve results within a complex organizational structure.
- Ability to collect and analyze data from a variety of sources, evaluate opportunities and make recommendations.
- Ability to work under stress in resolving problems during presentations with audience.

**Supervisory Responsibility:** None

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by a changing environment, tight deadlines and heavy workloads.
- Frequent use of electronic mail and various computer software.
- Accidents improbable outside of minor injuries such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily requires working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.