

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, OTAN Distance Learning Projects**

### **DEFINITION**

Under general direction, plans, coordinates and manages projects and activities related to the Outreach and Technical Assistance Network (OTAN) Distance Learning Project contract objectives that support the implementation of distance instruction by California adult education providers; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, clerical and technical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.)

Plans, coordinates and establishes procedures to support the evaluation and implementation of distance learning programs for local adult schools; plans, coordinates and manages technical assistance and professional development activities related to remote and hybrid teaching and learning activities, including webinars, workshops, academies, and conference presentations; in collaboration with Sacramento County Office of Education (SCOE) staff, California Department of Education (CDE) staff, partnering adult education agencies, and adult educators, plans and executes the annual Technology and Distance Learning Symposium; manages the development of distance learning courses and professional learning for use in adult education programs statewide; identifies, trains, and supports distance learning course developers and coaches to support the implementation of adult education programs; facilitates and assists with the development, maintenance, and support of online resources and courses; manages the planning and delivery of training; identifies participating agencies and provides support and coordination for distance learning curriculum pilots; prepares proposals, reports, flyers and other related information for SCOE and CDE Adult Education websites; manages and coordinates the development, maintenance, implementation, and statewide expansion of a learning management system for adult education agencies across the state; coordinates data collection and required reporting of distance learning projects, and analyzes data to inform continued program improvement.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training and Experience**

Possession of a valid California teaching credential authorizing academic instruction to adults and a bachelor's degree in education, instructional technology, or related field; administrative services credential and a master's degree is desired; current experience working with adult learners, providing remote and hybrid instruction, and implementing a learning management system; experience teaching and managing adult education programs preferred.

#### **Knowledge of:**

Adult learning theory; effective professional development activities and educator coaching strategies; principles of organization and project management; online instruction and other distance learning models; personal computer hardware and software used for word processing, spreadsheets, graphics, presentations, instruction, and communications; principles of licensing, accessibility and application of open educational resources and platforms; as applied to adult education; related local, state and federal reporting requirements; learning management systems implementation.

#### **Skill and Ability to:**

Plan, coordinate and manage online instruction and professional development activities; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; organize work to meet strict deadlines; communicate effectively in both oral and written forms; interact with clients and users in non-technical, clear terms; establish and maintain cooperative working relationships with clients and staff.

**Other Characteristics:**

Possession of a valid California driver's license and willingness to travel within the state as required.

4/2022