

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Program Manager – Online Learning	REPORTS TO:	Chief Information and Technology Officer
DEPARTMENT:	Integrated Technology Support Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	032 AASD
ISSUED:	March 24, 2009		

BASIC FUNCTION:

Plan, organize, control, and manage the district's online educational presence; develop and recommend online instructional strategies to enhance student learning; manage and represent distance and blended learning initiatives in the district, monitor the effectiveness of online technology instruction; ensure the delivery of quality e-learning tools and services, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Manage the technological development and production of e-learning curriculum, simulations and tools for district online learning. *E*

Define online product features and requirements and design e-learning tools in a user-friendly, interactive and engaging format that addresses the educational needs of district students and staff. *E*

Ensure the needs of district online programs are met; develop new and/or expand existing online programs as technology and needs change. *E*

Assess the district's existing projects and identify priority areas for e-learning development. *E*

Adhere to international standards of delivery and accessibility and apply stringent quality assurance processes on the developmental process. *E*

Manage the implementation of sound learning design and pedagogical practices to the development of resources. *E*

Be familiar with recognized e-learning technical standards and ensure that they are adhered to by all district e-learning products. *E*

Evaluate the effectiveness of the district's e-learning products on their audiences. *E*

Provide technical expertise, information and assistance to the Chief Information and Technology Officer (CITO) regarding assigned functions and advise the CITO of unusual trends or problems and recommend appropriate corrective action. *E*

Assist in the formulation and development of policies, procedures and programs regarding online learning systems that encourage effective and efficient program and management controls. *E*

Work collaboratively with other administrators, personnel and outside organizations to evaluate and determine the needs for new and/or modified online learning systems; to coordinate activities and programs, resolve issues and conflicts and exchange information and make recommendations to the CITO. *E*

Direct and oversee the allocation of e-learning funds to ensure appropriate resources and technology are available and are effectively utilized in support of district online program requirements and recommend future proposals relating to online learning. *E*

Work with district personnel to ensure access of online tools and services. *E*

Anticipate and meet product developments logistical needs including pilot testing, gathering feedback, and implementing revisions. *E*

Coordinate marketing efforts and activities to promote the growth of district online learning programs. *E*

Work to obtain A-G coursework approval for iHigh curriculum offerings. *E*

Make presentations to the Board of Education, special committees, district representatives, and vendors regarding identified needs, proposed solutions, business strategies, and project status. *E*

Maintain current knowledge of contemporary educational technology in support of district applications. *E*

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

May train and evaluate the performance of assigned staff; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Master's degree.

Four years of progressively responsible experience in the management and development of online learning programs, including two years of successful instructional experience and two years supervisory experience with online technology tools and resources in an instructional setting.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential preferred.

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Project management, including the development of budgets, timelines, and allocation of staff.
- Educational technology including e-learning, application design, and systems architecture.
- Administrative practices and procedures within the district.
- Principles of public relations, marketing and communication.
- Principles of business decision-making.
- Planning, organization and direction of the Educational Technology initiatives, systems and operations.
- Contemporary educational technology systems, applications and operations.
- Regulations and procedures related to assigned areas of responsibility.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Manage internal staff and external consultants and contract staff in a team environment.
- Negotiate with external vendors, contract staff, and other district departments.
- Make, support, and explain recommendations.
- Provide leadership and prioritize projects.
- Travel throughout the district to school sites and administrative offices.
- Train and evaluate the performance of assigned staff.
- Maintain current knowledge of applicable provisions of federal, State and District laws, rules and regulations.

- Communicate effectively with non-technical staff, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Manage expenditures within an established budget.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

School site classrooms and administrative offices and central business office environments.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Job Code 1187

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