

COORDINATOR OF DISTANCE LEARNING

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES and involves responsibility for the coordination of a distance learning service to participating member schools. The network is a full-motion video and audio system using fiberoptic cable and telecommunications equipment that connects specially designed classrooms in the participating schools. The technology enables a teacher and students in a distant learning classroom in one school to see, hear and talk to students in classrooms in other schools on the network. The teacher and students remain in visual and verbal communication at all times during the class. The incumbent reports directly to and works under the general supervision of a higher level staff member. Supervision is generally not a feature of this position, although coordination with instructional staff is necessary. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as liaison between participating schools, the community college and technology/service providers;
Provides staff and faculty training and support for use of the system in classrooms;
Coordinates the scheduling of a full-motion, two-way interactive audio-video system for the regular school day as well as for activities pertaining to administrative, community and higher education applications;
Facilitates the development of curriculum and other instructional options related to system use and schedules;
Provides support and assistance to individuals and groups using the audio-visual system;
Maintains records of distance learning activities, student progress and program effectiveness;
Establishes telephone-based help desk;
Assists participating school districts with the coordination of daily schedules and offering on the network;
Facilitates and/or participates in meetings of committees associated with the network;
Coordinates promotion and publicity relating to the network;
Provides support and assistance to individuals and groups using the network;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of distance learning system;
Ability to write proposals;
Ability to develop and conduct workshops related to distance learning systems;
Ability to deduce problems logically;
Ability to establish and maintain effective working relationships;
Ability to prepare and maintain records and reports;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to operate a computer terminal;
Ability to train others in distance learning system operations;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree.