



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Educational Technology Learning Management Specialist**

**Class Code: 1430**

**Work Days: 225**

**GENERAL PURPOSE**

Manage and maintain the Orange County Department of Education's (OCDE) learning management systems and a variety of software used for online courses and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over technical and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
  2. Collaborate with administrators and teachers on the use of learning management systems and a variety of software for the design, development, and maintenance of online courses.
  3. Provide course content creators with learning management systems to develop, evaluate, and review online courses.
  4. Utilize and maintain interactive web applications with video, audio streaming, and learning management software.
  5. Configure the learning management system to meet the system requirements for all users; support the design of end users.
  6. Provide technical help to staff, students, and parents on the learning management system; troubleshoot and devise workarounds for learning management systems and technical glitches within a variety of internet browsers.
  7. Configure and troubleshoot computers for students related to their participation in extracurricular activities.
  8. Provide updates and project status to administrators and teachers.
  9. Prepare, create, and provide required reports; and assist with preparing statistical information needed for online program evaluation.
  10. Develop training materials and conduct training on the use of the learning management system for teachers and administrative support staff.
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11. Work with Information Technology for solutions, technical references, and/or services required for learning management system maintenance.
  12. Research and develop online educational resources to support educators.
  13. Stay abreast of learning management system technologies and methodologies, and attend training classes as necessary.
  14. Communicate with teachers, administration, administrative support staff, and software representatives.
  15. Demonstrate attendance sufficient to complete the duties of the position as required.
  16. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Principles, practices, and methods of all aspects of online course delivery.
2. Research and data analysis methods and best practices.
3. Communication skills and techniques needed to gather, evaluate, transmit information, and present recommendations.
4. Pertinent federal, state, and local laws, codes, and regulations.
5. General office procedures and protocols.
6. Learning management systems and learning tools, interoperability, and implementation.

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

1. Research and prepare material for communication and presentation.
2. Define problem areas, evaluate data, and coordinate, organize, and maintain activities.
3. Establish and maintain effective working relationships with various constituencies.
4. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
5. Prepare clear and concise correspondence, reports, and other written materials.
6. Communicate clearly and concisely, both orally and in writing, in English.

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

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in information technology, education, or a related field and two (2) years of experience with learning management systems or an equivalent combination of training and experience.

## **PHYSICAL AND MENTAL DEMANDS**

### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with

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those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is moderately paced with moderate pressure.