

**Job Title:** Digital Learning Designer  
**Department:** Title I and Technology  
**Reports To:** Digital Learning Coordinator  
**FLSA Status:** Exempt  
**Salary Schedule:** TT (Teacher on Special Assignment Level 1)



## SUMMARY

The Digital Learning Designer is a member of the Digital Learning Team and is responsible for providing support in two primary roles. The first role is to develop, collect, curate, and organize curriculum and assessment resources for PK-12 classroom use. The resources will represent content, behavioral, digital citizenship, gifted, and any other needed instructional resources. The second role is to support the Title I schools through data collection, aggregation, and analysis followed by the development collection, collection, and organization of curriculum and assessment resources specifically for Title I schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Designs instructional and assessment resources for PK-12 teachers. This includes, but is not limited to the following:

- Collects and shares curriculum resources from OER and Creative Commons collections.
- Curates collected and district designed resources, vetting them for alignment with Utah core, district pedagogical philosophies, digital learning instructional practices, and appropriate rigor.
- Organizes curriculum into meaningful and flexible modules/components using organizational and storage tools such as Canvas Commons, Google Drive, and the Schoology resource library.
- Collects and curates assessment resources.
- Develops assessment items for use within the district's assessment management system.
- Assists in the management of the district's assessment management system.

Supports Title I school assessment and curriculum needs for K-5 teachers. This includes, but is not limited to the following:

- Manages software data in assigned systems for Title I schools grades 3-5.
- Schedules software assessments in assigned systems for Title I schools.
- Prepares software usage reports in assigned systems for Title I schools monthly.
- Schedules software professional development for assigned software at Title I schools.
- Communicates assigned software needs with the Title I Site Coordinator at Title I schools.
- Systematically monitors DIBELS progress monitoring for Title I schools grades K-5.

- Prepares DIBELS progress monitoring reports to be shared with WCSD Title I Director and Literacy Coordinator.
- Prepares Title I curriculum and assessment resources as needed.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have knowledge of integrated learning systems and the ability to use them for content and assessment development and management.

Must have knowledge of digital curriculum design, digital instructional practices, and Hattie research.

Must have knowledge of assessment item design and the ability to use data collection and aggregation tools.

Must have knowledge of digital models such as Blended Learning, Deeper Learning, Personalized Learning, SAMR, Triple E, TPaCK, Understanding by Design, Universal Design for Learning, etc. for creating and managing an effective online learning content where technology serves as a tool to aid the teacher in the extension, intervention, and remediation of learning.

Must have knowledge of best practices for creating and managing effective online learning environments.

Ability to work cordially with others in a team and during the development of content, assessments, and problem-solving.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **EDUCATION and/or EXPERIENCE**

A Bachelor's Degree in Education with at least 10 years of consecutive teaching experience.

Must have experience in the development of content for Art, Science, and Social Studies.

Must be a teacher in good standing with no documented performance or conduct concerns with in the past three years per WCSD policy 1120.3.1.

**CERTIFICATES, LICENSES, REGISTRATIONS**

An active Level 2 or 3 Utah Teaching License with an Educational Technology Endorsement or must enroll in and complete the Educational Technology Endorsement.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: <b>Digital Learning Coordinator</b>		Date: <b>05/07/2019</b>	
Approved By: <b>Assistant Director, Human Resources</b>		Date: <b>05/09/2019</b>	
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	