

## **DISTANCE LEARNING SPECIALIST**

Code No. 4-18-444

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for providing support for distance learning and on-line learning for a school district. The program broadcasts classes and special events for use in classrooms throughout the County. Work involves coordinating and scheduling classes, training staff, conducting research and troubleshooting technical issues. The employee reports directly to and works under the general supervision of an administrative level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed)

Coordinates and schedules all distance learning classes and special events;

Trains teachers, staff and aides on use of distance learning room;

Researches information on new distance learning programs and events;

Provides on-going support and training to staff;

Troubleshoots technical issues in distance learning classrooms;

Maintains calendar and support for multimedia lab;

Produces course description booklets for each course offered through distance learning.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of classroom techniques and practices; good knowledge of audio-visual and computer techniques and practices as related to distance learning; good knowledge of English grammar and punctuation; organizational skill; ability to instruct others on operation and use of program; ability to troubleshoot technical issues; ability to develop course booklets; ability to communicate orally and in writing; ability to establish and maintain working relationships; ability to use a personal computer; independence; motivation; flexibility; good judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or possession of 60 semester college credits) plus two (2) years paid full time or its part time equivalent experience involving computer user support activities, computerized distance learning, or television production; OR,

- (B) Four (4) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Depending upon assignment, candidates for positions in Monroe County government must pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** March 8, 2001