CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR II - INSTRUCTIONAL WEB DESIGNER

Reference Code: A586
Division: Office of the Chief of Staff
Classification: Professional-Technical
Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as an Instructional Web Designer within the Development and Innovation Department. This position serves as a team member of the Instructional Design Department and is responsible for working with and supporting Distance Education teachers as they develop content for online and video courses. This position assists teachers with training in the basic skills to deliver curriculum using synchronous and asynchronous software and serves as the leader with respect to Web-based emerging technologies and their applications. This position reports directly to the Director, Development and Innovation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Work with curriculum teams to develop and deploy online and video curriculum.
2. Ensure the Web coding and link integrity for school Web sites.
3. Write scripts and programs to enhance the content with search engines, animation, forms, and graphics.
4. Interpret issues, ideas, and concerns and create Web site design to turn concepts into reality.
5. Facilitate the integration of technology into the curriculum by modeling technology for teachers and students.
6. Assist with the alignment of software/Internet resources to the curriculum and provide instructional solutions.
7. Coordinate production and Web cast of the online curriculum and professional development.
8. Provide consultant and training services to teachers, staff, and administrators on application and implementation of Web technologies.
9. Ensure user acceptance by soliciting their involvement on designs, functionality, and testing; maintain communications with end-users to ensure systems continually meet user expectation.
10. Develop, implement, and manage special projects.
11. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Coordinate the development of Web content.
2. Ability to communicate technical information effectively to non-technical audiences.
3. Ability to plan, organize, prioritize, and work independently, as well as part of a team.
4. Ability to work under pressure and to meet deadlines.
5. Ability to manage several projects/programs simultaneously and maintain high-quality service while meeting the goals.
6. Research, analyze, and identify communication needs and stay current on latest trends in design and technology.
7. Understanding of telecommunications systems including the Internet and InterAct™.
8. Effective presentation and workshop facilitation skills.
9. Effective communication, collaborative, and interpersonal skills.
10. Effective skills in planning, organizing, and coordination of activities.
11. Skilled in dealing with teachers, staff, and administrators.
12. Strong oral and written communication skills.

POSITION REQUIREMENTS:
Education and Training:
   An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:
    A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:
1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Successful experience in a related field and/or three (3) years of professional work experience in Web design and programming.
3. K-12 licensed teacher by the State of Nevada, with a minimum of three (3) years of classroom experience.
4. Knowledge and experience in instructional Web design and Internet protocols.
5. Demonstrated experience in graphic applications.
6. Demonstrated experience in streaming media applications.
7. Success in working with multimedia applications.
8. Experience with the application of Dreamweaver and Fireworks as it pertains to enhanced Web site design.

Preferred Qualifications:
1. An earned degree from an accredited college or university preferably in related field (i.e. computer science, computing and information technology, graphic technology, communications).
2. Degree with emphasis in Web design.
3. Experience with WebCT and Centra Symposium software.
4. Demonstrated experience in team leadership.
5. Demonstrated experience in designing and managing Web sites.
6. Demonstrated experience in 3-D design.
7. Demonstrated experience in commercial art, design, and development.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.