



## Digital Learning Support Specialist

### Position Summary

The Digital Learning Support Specialist works with a state team to support the planning, implementation, and evaluation of digital learning environments in Arkansas. These environments can range from integration of digital components for instruction, to a blended model, to a fully online model. The Digital Learning Support Specialist has expertise in: emerging online learning practices and pedagogy that allow for active learning; effective content authoring and lesson design methods that best serve digital learning; and strategies in helping educators transform instruction into evidence-based student-centered practices. This position provides operational support to The Department of Elementary and Secondary Education, Arkansas Education Service Cooperatives, school districts, and other state agencies (as directed) in the ever-changing landscape of digital learning and instruction. The person in this position interacts with media production workgroups, LMS consultants, technology solution experts, pedagogical experts, curriculum design experts, and educators around the globe. More importantly this person will on a daily basis support Arkansas educators, schools, and community stake-holders to positively impact student learners.

### Education and Experience

- Master Degree or higher in education or teaching-related discipline with an emphasis in Educational Technology, Curriculum and Instruction, or similar degreed program preferred (Masters level or higher)
- 3-5 years of public school or cooperative experience. Prior experience in a public school district, education service cooperative, or state agency that works directly to support students and teachers is preferred
- 3-5 years of experience with digital learning pedagogies and best practices
- Recent documented experience and knowledge of digital learning solutions including: Blackboard, Canvas, Articulate, MOODLE, ZOOM, or others
- Current experience with e-learning course development, curriculum design, training methodologies, and online education
- Experience with Microsoft Office, EXCEL, and other productivity solutions
- Some experience delivering Educational PD to a range of educators
- Have experience with co-teaching with educators for implementation of integrated technology or delivery of PD
- Served as a Project Coordinator or served on a Project team that includes some experience with Program Coordination
- Demonstrated experience in the innovative use of digital learning approaches to foster student engagement and student empowerment

- Please provide any certifications or projects that prove high level of proficiency of multimedia tools such as Adobe Photoshop, Audacity, Flash, Adobe Premier, or video editing

### **Other Requirements Abilities**

- Position involves sitting long periods, standing, manual dexterity, stooping, bending and minimal lifting.
- Position involves significant amount of travel
- Position involves continuous training and collaboration across many mediums to keep abreast of emerging innovative models and solutions

### **Personal Attributes and Abilities**

- Highest level of written, oral, and active listening communication skills
- Proven ability to function in a team-oriented environment and contribute to team efforts and goals
- Ability to meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources, and demonstrating respect for others
- Ability to handle multiple projects simultaneously
- Excellent interpersonal skills with a focus on coaching/motivational skills
- Ability to conduct research and present findings
- Able to present ideas in educator-friendly and user-friendly language
- Must be highly self-motivated and directed
- Ability to absorb new ideas and concepts quickly
- Possess desire and passion for life-long learning and digital learning

### **Skills and Competencies**

- Strong skills/mastery of the following:
  - Adobe Suite - InDesign, Illustrator, Photoshop
  - Camtasia
  - Content Management Systems (Google, WordPress, CareWorks)
  - DESE Tools - Arkansas Student GPS, Arkansas Student Intervention System, eSchool, Triand
  - Educational Tools (Zoom, Nearpod, Peardeck, WordWall, Kahoot)
  - Google Suite
  - Learning Management Systems - (Canvas, Moodle, Blackboard, Schoology, LearnOnDemand, CME 360)
  - Photography
  - Project Management Software (Basecamp & Monday.com)
  - Virtual Reality Softwares (fully-immersive, semi-immersive, non-immersive - Oculus, Quiver, Poly)
  - Vyond Studio
  - Web Design

### Position Responsibilities Summary

- Assists with the planning, implementation, and evaluation of digital learning integration for students, teachers, school systems, and state agencies
- Provides expertise in educational technology applications and practices that support digital learning
- Facilitates district or regional digital learning planning efforts and implementation
- Develops and conducts workshops and educational outreach supports for stakeholders
- Performs digital learning research for potential service pilots for innovative models
- Assists content developers in the development, delivery, and maintenance of high-quality online courses
- Provides training and support for transitioning courses from one LMS to another
- Consults with district and regional administration and others in developing personalized Digital Learning Plans that support and facilitate the implementation of the site technology or district plan
- Designs and edits content within learning management systems
- Writes scripts to accompany visual content
- Maintains and meets training and site visit schedules in consultation with the state team
- Determines graphics that supplement and enhance the content
- Designs and develops support materials and skill evaluations
- Maintains knowledge of national and international developments in the use of emerging digital learning technologies or environments
- Evaluates new software and hardware to support digital teaching and learning
- Provides training and ongoing support to ADE/DESE and Cooperatives when new delivery methods emerge
- Provides training and ongoing support to administrators, teachers, facilitators, and students with the implementation and integration of digital learning
- Initiates connections with potential partnerships with schools, administrators, and teachers
- Responds to stakeholder emails and voicemails within 24 hours
- Generates weekly reports to supervisors that include travel schedules and reports from the field as well as data to support grant reporting documentation

Please contact Kirsten Wilson, State Coordinator of Digital Learning, at [kirsten.wilson@ade.arkansas.gov](mailto:kirsten.wilson@ade.arkansas.gov) if you have any questions. All artifacts and application must be submitted through the site of the job posting.

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