

CSAGH Online Learning Coordinator

Reports To: Campus Principal(s)

Hours: 15-25 hours per week

General Job Description: The Online Learning Coordinator will provide support to the student learning experience through the use of an online learning management system. They will act as an ambassador for online learning at CSAGH for all campuses. The Online Learning Coordinator works under the direction of the Campus Principal(s). This position has the ability to work remotely and on campus.

Qualifications & Qualities:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith
- Agrees with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Possesses a clear philosophy, passion, and pursuit of excellence for Christian Education and CSAGH's vision
- Bachelor's Degree and Experience in Education Preferred
- Tech savvy and problem solving skills with the ability to troubleshoot basic computer software questions relating to online courses, resetting credentials, etc.
- Experience with Learning Management Systems, e.g. Blackboard, Moodle, Maestro, Brain Money, Genius, etc.
- High degree of skill with Microsoft Office Suite
- Displays strong interpersonal skills, written and verbal communication skills, and organizational and management skills
- Fosters optimum student, employee and employer relationships
- Demonstrates integrity in leadership style and decision-making
- Willing to engage in professional development training as needed

Duties and Responsibilities:

- Assist students with course registration, drop/add forms
- Training students and relevant faculty on course software
- Creating and placing syllabus and pacing guide for all classes on RenWeb, make all student materials available on Microsoft OneDrive, make sure all constituents know where to find resources

- Participation in Back to School Night
- Distribute student user account logins or password reset after enrolled in online course
- Collaborate with IT Department to provide students access to school network and student email when needed
- Set expectations with students and families regarding best methods of communication and frequency of communication
- Provide timely responses to student requests relating to technical and academic questions such as access to course work, direct and facilitate to course instructor for academic questions and updates on course progress
- Provide collaboration with CAOLA, online learning-related vendors, IU departments to coordinate services to support CSAGH operations
- Maintain accurate student records and enter grades into RenWeb
- Responsible to communicate to appropriate personnel regarding student progress, grades, concerns or questions
- Develop and implement procedures that contribute to the successful operation of CSAGH's online learning program including creation of protocol for and frequency of communication (teachers, student, parent), help desk protocols, etc.
- Coordinate and provide training to staff on best practices for implementation of online learning programs
- Act as an ambassador for online learning for CSAGH and promote the program by sharing ideas to stakeholders
- Actively participate in meetings with administrators regarding academic planning, scope and sequence of online courses (when needed), student issues (students behind pace or failing), etc.
- Initiate, develop and maintain internal and external relationships that enhance programs and services to CSAGH as an organization
- Work in conjunction with the CSAGH finance team to ensure accurate billing and budget requirements are met

Abilities:

- Recent experience working with high school students
- Able to travel between two campuses
- Able to work from home or remote location if necessary
- Encourage students to exceed minimum academic standards in online coursework
- Able to communicate technological concepts to a diverse student population
- Follow policies and procedures; complete administrative tasks correctly and on time and supports organization's goals and values
- Prioritizes and plans work activities; uses time efficiently and sets goals and objectives
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality and monitors own work to ensure quality
- Meets deadlines; completes work in a timely manner; strives to increase productivity and works quickly