



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Learning Management System Specialist – Alternative Education**

**Class Code: 1430  
Work Days: 225**

**GENERAL PURPOSE**

Manage and maintain the Alternative Education's learning management systems and a variety of software used for online courses; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over technical and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Collaborate with administrators and teachers on the use of the learning management systems and a variety of software for the design, development, and maintenance of online courses.
  3. Assist course content developers with using the learning management system to design, develop, evaluate, and revise online courses.
  4. Implement and maintain the delivery systems for online courses using interactive web applications with video and audio streaming.
  5. Configure the learning management system to meet the system requirements for all users; support the design for end users.
  6. Provide technical assistance to staff, students, and parents on the learning management system; troubleshoot and devise work-arounds for learning management systems and technical glitches within a variety of internet browsers.
  7. Provide updates and project status to administrators and teachers.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Prepare, create, and provide required reports; assist with preparation of statistical information needed for online program evaluation.
9. Develop training materials and conduct trainings on the use of the learning management system for teachers and administrative support staff.
10. Contact vendors for solutions, technical reference, and/or services required for learning management system maintenance.
11. Research and develop online educational resources to support educators.
12. Stay abreast of learning management system technologies, and methodologies, and attend training classes as necessary.
13. Communicate with teachers, administration, administrative support staff, and software representatives.
14. Demonstrate attendance sufficient to complete the duties of the position as required.
15. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Principles, practices, and methods of all aspects of online course delivery.
2. Principles of organization necessary to research and analyze data.
3. Communication skills and techniques needed to gather, evaluate, transmit information, and present recommendations.
4. Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability and Skill to:**

1. Research and prepare material for communication and presentation.
2. Define problem areas, evaluate data, and coordinate, organize, and maintain activities.
3. Establish and maintain effective working relationships with various constituencies.
4. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
5. Prepare clear and concise correspondence, reports, and other written materials.
6. Communicate clearly and concisely, both orally and in writing, in English.

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### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in Information Technology, Education, or related field, and experience with learning management systems and a variety of media platforms and technologies.

### **PHYSICAL AND MENTAL DEMANDS**

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

#### **Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

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

Employee typically works in an office environment that is moderately paced with moderate pressure.

Revised 3/2017