Remote Education Academy for Learning (REAL)

REAL Coordinator Job Description

Summary: The REAL Coordinator will facilitate implementation and coordination of the

Merrimack School District Online Program, providing quality-driven innovative online and blended online learning opportunities, including but not limited to online credit-bearing courses at the upper school grade levels.

The REAL Coordinator's primary responsibility will be to support and monitor the educators that are currently teaching remotely. Assisting faculty/staff in understanding and performance of best practices in standards-based (ELC's) teaching, blended learning, online curriculum development and online instruction.

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Principal Responsibilities

1. Instructional Design Support
    a. Working with Assistant Superintendent to set up Professional Development opportunities to enhance practices in online learning.
    b.   Work with Technology Director to assist remote teachers in the use of instructional technologies, instructional resources, multimedia hardware/software to support teaching and learning
    c. Work with Principals and Directors in best practices of online lesson design and posting of assignments.
    d. Monitor lesson structure, alignment, and tools/applications for learning
    e. Other
2. Compliance
    a.   Monitor the use of the instructional Model by collaborating with Principals/ Directors about instructional design, development and delivery, teaching and assessment
    b. Work with Principals/Directors to establish and manage observation/evaluation cycle of remote teaching. (EPEC)
    c. Preform weekly check in/ walk throughs of online classrooms
    d. Preform observations when appropriate
    e. Other
3. Communication
    a. Develop a summery/report for Leadership meetings monthly
    b. Meet with Principals and Directors on a by weekly basis to discuss remote learning educators
    c. Meet with Assistant Superintendent of Curriculum Instruction and Assessment on a bi-weekly basis
    d. Other

4. Program Strategic Planning
    a. Read/research to stay current on online education trends, changes, developments and teaching strategies
    b. Participate in district professional development planning
    c. Attend technology and platform training
    d. Assist in data collection and analysis to assess the online learning program status and/or contribute to informed decisions regarding Merrimack delivery of education
    e. Assist in preparation of reports summarizing program statistical data or describing remote learning program objectives and accomplishments
    f. Assist in evaluation of effectiveness of online learning program in meeting its goals in promoting knowledge and/or skill acquisition
    g. Other

Work Environment

● Work primarily in a remote environment with minimal safety/health hazard potential

● Requires the kind of teamwork, supervision and personal interaction

regular and participation on online activities using remote tools.

● In person meeting may be required utilizing required safety protocols and social distancing

Key Skills

Common to all positions:

• Interpersonal/collaboration skills

• Communication skills

• Time management skills

• Problem solving skills

• Information technology skills

• Active community participation

Specific to this position:

● Demonstrated leadership, organization and oral/written communication skills

● Demonstrated skill in establishing and maintaining effective working relationships with

faculty, and the Leadership team

● Possess the ability to think "outside the box" and to lead/manage change in a positive and

inclusive manner

● Ability to use online platforms and communication tools.

● Work effectively with ethnic, cultural and diverse faculty populations