

# Job Description

## e-Learning Specialist



Incumbent	Vacant				
Department	Education and Training	Lead Evaluator	Director of Education & Training		
Expense Approval	Director of Education & Training	Time/ PTO Approval	Director of Education & Training		
Pay Grade		FSLA Status	Exempt	Revised	May 2018

### Job Summary

Responsible for design and implementation of eLearning opportunities for PSBA members and affiliates.

### Summary of Essential Job Functions

1. Gather information and course elements from members, internal departments, SMEs (subject matter experts), research institutions, and others.
2. Develop and design learning material, coordinate, and review educational content, and incorporate current technology in developing specific eLearning curricula.
3. Support the deployment of learning programs including uploading and updating courseware and curricula, training assignments, learner notification text and rules in LMS.
4. Utilize knowledge of LMS capabilities to recommend delivery strategies that yield a rich, meaningful, and dynamic end-user experience.
5. Utilize LMS reporting capabilities and developing custom reports to assist with planning and managing the company's training and development initiatives.
6. Manage eLearning content from vendors to ensure it is compatible with the LMS.
7. Work with Instructional Designers, Graphic Designers, and programmers to support eLearning content requirements.
8. Run demos of the system and provide training to individuals and users groups.
9. Ensure that participants are registered for Education and Training events and performs reconciliation function with Business office as needed.
10. Coordinate and conduct the webinars using Go-To-Meeting, Blue Jeans or similar programs and upload recordings into LMS.
11. Lend expertise in the technical aspects of eLearning to internal PSBA departments, as requested.
12. May facilitate live and recorded learning.

### Qualifications and Education Requirements

Bachelor's degree or equivalent experience in training, adult education, and/or multimedia training materials development. Experience with a Learning Management System as a developer or administrator. Experience with HTML and audio and video editing software preferred. Ability to work effectively and collegially with all

staff, especially with IT, Communications, and Marketing. Ability to relate well to a wide range of personalities. Excellent member services attitude. Ability to solve technical problems independently or in teams. Has a good team spirit and positive attitude. Enjoys a varied pace of working and copes well under pressure.

## Physical Requirements

Sedentary work requiring the employee to occasionally stand, walk, sit, reach with hands or arms, push or pull, lift 20-30 pounds, balance, bend, stoop, kneel or crouch. Talking, visual and auditory acuity required. Repetitive use of hands to type or finger objects or controls required. Duties require communicating effectively. Ability to travel occasionally to provide training for members.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Disclaimer

*The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.*