BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION

TITLE :   BEACON ONLINE CURRICULUM DEVELOPER

QUALIFICATIONS :
1. Master's Degree with certification in at least one area of K-12 or Adult Education
2. A minimum of five (5) years of successful K-12 teaching experience
3. A minimum of three (3) years of successful experience in planning, developing and/or facilitating professional development
4. Skilled in writing, proof-reading and researching educational content
5. Proficiency with word processing software, such as Microsoft Office and Google Docs

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:
1. Researches and writes course content using a standards-based process to align objectives, assessments and content.
2. Serves on teams with subject matter experts, writing coaches and web publishers to develop and/or revise Beacon courses.
3. Reviews courses to ensure compliance with organizational guidelines and expectations.
4. Gives feedback to improve the course content and course presentation.
5. Serves as the subject matter expert for at least one major subject (program) area.
6. Reviews evaluations of Beacon programs and designs plans to address findings.
7. Monitors Beacon programs for consistency of content quality and program objectives.
8. Maintains current knowledge of the field and skills related to subject areas of responsibility.
9. Facilitates online courses in designated program areas.
10. Assists with creation of online courses for publication using Beacon's course management system.
11. Selects, creates, and edits graphics for use in print or online publications.
12. Develops and follows schedule to complete projects on time.
13. Communicates and collaborates effectively in a professional and timely manner.
14. Promotes Beacon resources at local, state and national conferences and other opportunities.
15. Performs other duties as assigned.

TERMS OF EMPLOYMENT:
1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Holly Buchanan
Reviewed by Dept. of Human Resources

APPROVED JAN 2 4 2023
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer