



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: BEACON QUALITY ASSURANCE ANALYST

QUALIFICATIONS:

1. Bachelor's degree required, Master's degree preferred
2. Certification in at least one area of K-12 or Adult Education.
3. Minimum of five (5) years of teaching experience.
4. Minimum of three (3) years' experience in planning, developing, and/or facilitating online professional development.
5. Proficiency with Microsoft Office or Google Suite for data analysis and reporting.

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. Supports, reviews, and provides feedback on project interfaces, tools, and processes for websites.
2. Creates, analyzes, and interprets reports and data to drive action planning.
3. Provides customized reports for customers and develops support documents for report creation.
4. Manages registration processes and products, including customized registration pages.
5. Monitors the scheduling of both open enrollment and contract specific course sections.
6. Contributes to Beacon's systems, structures, and processes to improve content development and course facilitation.
7. Develops, revises, and analyzes course content using a standards-based process.
8. Uses effective instructional design to publish online courses.
9. Performs other tasks consistent with the goal and responsibilities of this position.
10. Performs responsibilities outside normal business hours, as needed.
11. Serves as a member of the Academic Integrity Team.
12. 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.


Reviewed by Dept. of Human Resources

APPROVED MAY 25 2021

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer