



Online Instruction Coordinator

Camden-Frontier Schools

September 23, 2020

Camden-Frontier Schools seeks a self-directed and highly motivated individual to serve as our new Online Instruction Coordinator.

The individual will work as a liaison between teachers, students and parents to ensure continuity in educational delivery through our online platforms. Duties will include:

1. Work with classroom instructors to design and deliver high quality online instruction
2. Manage compliance with MDE virtual student attendance requirements
3. Assist with the completion of pupil accounting documentation
4. Assist staff in contacting and communicating with parents and students
5. Act as a resource for staff and parents with our online platforms including Pathblazer and EdGenuity.
6. Coordinate and deliver staff professional development in relationship to online instruction
7. Other duties assigned by administration

Required Credentials

1. Four year degree
2. Experience in education or working with youth
3. Mastery of Google and Office suites
4. Familiarity with online educational platforms
5. Experience working in a highly collaborative environment
6. Excellent communication skills

Preferred Credentials

1. Michigan teacher certification (any level)
2. Degree in educational technology or information technology

This position is funded through the 2020-2021 academic year. The successful candidate will be eligible to apply for any permanent position(s) for which he/she is qualified as an internal candidate for the 2021-2022 academic year. We currently anticipate a minimum of two certified vacancies for 2021-2022 due to retirements.

Camden-Frontier School District offers employees and staff members a competitive salary and benefit package including health, dental and vision care, Michigan public employees retirement and paid time off. Compensation for this position will be dictated by the terms and conditions of collective bargaining agreements.

The Camden-Frontier educational team is dynamic, dedicated and high collaborative. We are proud of our clean, well-equipped campus and the community support we receive. We are also proud to be empowered by our board of education to have a significant voice in decision-making. We encourage you to consider joining our team.

APPLICATION PROCESS: Please send a cover letter and resume to office@cfss.org including any certifications you may have. This position will remain posted until filled.