



Position Title: Online Lead Teacher/Subject Matter Expert

Organization: Montana Digital Academy (MTDA)

Reports to: MTDA Director

JOB SUMMARY: In addition to the responsibilities of the MTDA online teacher and the Subject Matter Expert the Lead Teacher/SME will be responsible for working closely with the MTDA Curriculum Specialist in the management of the development/review of a specific online course. The Lead Teacher/SME will assist in organizing the development/review process making sure that all of the related activities are completed on time and the course is ready to be offered to students by the designated course development/review deadline. Upon completion of the course development/review process the Lead Teacher/SME will be the designated teacher of the initial section of the course. It will be the Lead Teacher/SME's responsibility to complete the final review of all aspects of the course to ensure the course is ready for students. Further the Lead Teacher/SME will monitor the class throughout the semester or term to ensure all aspects are functioning properly. The Lead Teacher/SME will also provide leadership and direction to online teachers who are teaching sections of the course. At the end of the semester or term the Lead Teacher/SME will provide a final report regarding recommended additions or changes which should be made to the course prior to it being offered in a subsequent semester or term.

ROLES & RESPONSIBILITIES:

In addition to the responsibilities of the MTDA Online Teacher and the Subject Matter Expert the Lead Teacher/SME will be responsible for:

Course Development/Review Management – Assist the Curriculum Specialist in organizing and managing the course development/review process. This will consist of organizing the team, creating the development/review process schedule, working with team members to complete all development activities, and assuring that the MTDA online course meets Montana standards.

Final Course Readiness – Upon completion of the development/review process the Lead Teacher/SME will assure that the course is ready for students.

Course Modifications – During the semester or term the Lead Teacher/SME will make minor course modifications or corrections as deemed necessary after conferring with the Curriculum Specialist. At the end of the semester or term the Lead Teacher/SME will provide a final report to the Curriculum specialist regarding recommended changes and modifications that need to be made to the course prior to it being offered in the subsequent semester or term.

QUALIFICATIONS & EXPERIENCE:

- **Education:** Bachelor's Degree (minimum requirement)
- **License or Certification:** Valid Montana Teaching License
- **Experience:**
 - Currently employed in a Montana Public School District
 - Comprehensive content knowledge in specific subject area
 - Three or more years of successful teaching experience
 - Experience with educational technology

- **Training:** Successful completion of the MTDA Online Teacher Training Program

REQUIRED SKILLS:

- Proficiency in Microsoft Office software
- Experience using a Learning Management System (preferred)
- Online teaching experience (preferred)
- Strong oral and written communication skills
- Ability to independently complete thorough and accurate work

EXPECTATIONS:

- Complete the MTDA Online Teacher Training Course
- Be able to work efficiently as part of a high functioning development team
- Provide academic, social, managerial and technical leadership and direction to the MTDA course