Please reach out to Dr. Nancy Parachini, [nparachi@ucla.edu](mailto:nparachi@ucla.edu), if interested.

21CSLA State Center Digitally Mediated Learning Coordinator

**Overview**:

The [21st Century School Leadership Academy](https://www.cde.ca.gov/pd/ai/ca21csla.asp) (21CSLA) is dedicated to the professional learning and support of California’s educational leaders- teacher, site, and district- to create more equitable learning environments that ultimately improve success for underserved students. Headquartered at UC Berkeley Graduate School of Education, it is led in partnership with UCLA School of Education, the California Subject Matter Projects and seven Regional Academies across the state. 21CSLA is one of many branches of the California State System of Support.

The State Center designs and delivers professional learning experiences for Regional Academies across the state in various formats. Most of these offerings are hybrid format or fully virtual, including meetings, retreats, regional meet-ups, and research-practice webinars. A digitally mediated learning coordinator is needed to develop, facilitate, and support all of the Center’s professional learning opportunities as described in the duties section below.

Duties:

1. Coordinate all technology-related aspects of 21CSLA State Center hybrid and online events
2. Design interactive learning experiences for hybrid and online events (webinars, intervisitations, retreats, etc.)
3. Serve as “Zoom Operator” during events including:
   * Setting up, calendaring, and sending out links to participants
   * Monitoring chat & responding to participant questions or requests
   * Supporting presenters and facilitators with breakout groups, polls, videos, screen sharing, slide deck facilitation, etc.
4. Manage the promotion, adoption, and successful implementation of blended professional learning and training modules as needed for state and regional academy teams
5. Partner with cross-functional work teams to align hybrid learning outcomes with Center expectations
6. Facilitate consultations, workshops, or other events in areas of digitally mediated instruction
7. Develop guidance resources and facilitate Center and RA staff learning for how to use a variety of interactive and customized 21CSLA-adopted tools
8. Seek opportunities for personal professional development to improve instructional design knowledge and skills and stay abreast of industry trends and standards
9. Share knowledge internally to continually grow the expertise of the broader leadership team
10. Research a wide variety of digital tools and provide expert recommendations for adoption by State Center or Regional Academy leads
11. Travel to regional meetings, localized professional learning events, and conferences for hybrid support (as needed/requested)

Required Technical Skills/Knowledge:

1. Advanced technical knowledge of:
   * Web Conferencing software
   * Google Apps
   * Digital Collaboration tools
   * Learning Management Systems
2. Strong knowledge of adult learning theories, instructional design models, and digital learning experience design frameworks
3. Knowledge of current accessibility standards and best practices to advance equity
4. A collaborative and inclusive approach to running and participating in projects
5. Research topics related to online learning and instruction, including best practices, evaluation of services, and emergent trends
6. Able to integrate adult learning theory and instructional design methodology into an appropriate mix of delivery media and methods
7. Ability to work on a variety of projects simultaneously, and to respond to the needs of each project and working to established priorities in a multi-partner environment
8. Excellent communication (written, oral, listening) and interpersonal skills and a demonstrated ability to effectively communicate pedagogical and technological concepts to diverse groups in a team environment

Additional Desired Skills:

* Video pre-production, production, post-production, & distribution
* Desire and ability to present at local, regional, state, and national events as opportunities allow
* Diverse instructional, coaching, and/or leadership experiences in K-12 or higher education