

### **Director of Virtual Learning and Technology Services**

The **Director of VLTS** works with the Chief Executive Officer, the Senior Vice President of Strategic Projects, and NIET leadership team members, to oversee all aspects of the NIET Virtual and Learning Technology Services Team, assist NIET partners with support and access to all technology platforms as well as support annual NIET filming capture project planning. The Director of VLTS will provide management and daily supervision of NIET Platforms and the NIET Archive.

Applicants must have strong attention to detail, and the ability to organize and coordinate teams around daily managed content and platform operations. Additionally, they must have the ability to manage multiple portals daily (EE PASS, PREP, ACED, ASU, and SC ADEPT). Applicants will coordinate the post-production, as well as daily direct oversight of video edits, corrections, and closed captioning as a final review. Applicants will have knowledge and skills in operating various software, to managing the project plan and tracker, reviewing the modules during creation for feedback, and uploading to the platform. Applicants should enjoy working on a team but be independently motivated to plan and produce content as they will be responsible to coordinate, supervise and follow up on the day-to-day activities.

#### **Job responsibilities include, but are not limited to:**

- Lead NIET Portal enhancements and improvements
- Oversee the NIET Archive solution
- Coordinate external partnerships related to platform and technology advancements
- Explore, seek out, and report on the next steps/improvements for NIET VLTS innovation and enhancements
- Provide direct oversight and support of all web-based learning technology services and team including daily supervision of VLTS team members
- Oversee the content and certification refreshing and updates for all NIET platforms in coordination with the VP of Services and the Executive Director of Professional Learning
- Serve as a liaison and communicate with external vendors around the scoping, development, testing, and deployment of all maintenance releases and new development for all NIET Platforms
- Ensure the operational status of all web-based portals and support systems 24/7
- Manage and oversee annual filming pre-planning, capture and post production for all new videos for portal content
- Oversee National Rater Process
- Oversee technology special projects
- Respond to and carry out all other duties as assigned by CEO or his/her representative

**Strong applicants will be able to show:**

- Basic understanding of various hosting infrastructures such as cloud-based and server-based infrastructures
- Experience with supporting or managing educational platforms
- Understanding of web browsers and basic technology framework
- Excellent communication and customer service skills, including written, oral, and visual communication of information and data sets
- Knowledge and interest in education issues, particularly related to teacher policies and practices
- Proficient with Microsoft Office suite; familiarity with Canva and Adobe Creative Cloud, and Articulate software.
- Ability to effectively and professionally interact with a wide range of people, including media and national education leaders as well as NIET partners
- Excellent collaboration and teamwork skills
- Project management skills, including goal setting, time management, follow-up, and prioritization

**Location of the Position:** Scottsdale, Arizona

**To Apply:**

Please submit a resume/CV and cover letter to [jobs@niet.org](mailto:jobs@niet.org).

*No phone inquiries please.*