Position Description

Learning Management System Administrator

Knowledge Delivery Systems (KDS) is a leading provider of online and blended, strategic professional development for K-12 educators. KDS online courses are developed and taught by the nation’s leading education experts, whose research and methodologies are making significant impact on teacher effectiveness and student performance. Working in partnership with large school systems, KDS designs and delivers comprehensive, scalable professional development programs that transform teacher and school leader effectiveness. KDS’s research-based content and delivery model blend online courses, online course facilitation and coaching, and customized, in-person services. At the heart of our work is the improvement of teacher and school leader effectiveness to drive achievement gains for all students.

The Position
The Learning Management System Administrator (New York-based position) is a centralized role in KDS’s busy online content editorial and production department. The LMS Administrator supports the Project Manager and a team of online professional development writers and content developers through the full cycle of creating and deploying online courses and related content. S/he coordinates team course materials to ensure that all content is successfully deployed to the eClassroom. The LMS Administrator works cross-functionally with KDS teams to coordinate the deployment and QC of all courses, support the integration of courses into program implementations, keep customer service apprised of all publishing activity, and liaise with the technology team on course authoring and deployment tools.

Responsibilities
The Learning Management System Administrator:
- Builds and deploys courses in the online course authoring tool
- Creates quizzes in Quizmaker program
- Collect and deliver course elements to web developer for deployment to retail website
- Works with sales, marketing and implementation teams to document and execute custom client requirements for course content
- Manages and tracks the configuring of multiple versions of each online course to meet accreditation and partner needs
- Initiate and manage licensing and permission requests
- Manage department platform requests as part of regular quality review with technology department
- Distill and disseminate information internally and inter-departmentally
- Research and initiate all corrections and improvements to existing course catalog

Qualifications
The ideal candidate will have 2+ years of online editorial and publishing experience. S/he will have solid editorial and publishing project management skills, including scheduling, tracking and reporting. S/he will have a demonstrated ability to work collaboratively with cross-functional teams.
- Strong editorial skills, including scheduling and tracking deliverables
- Exceptionally detail-oriented and organized
- Sincere commitment to building high quality online content
- Proven ability to manage many simultaneous projects to meet business goals and objectives
- Ability to coordinate with diverse, cross-functional teams to help all individuals and teams build a shared understanding of editorial project requirements and timelines
- Strong written and verbal communication skills; able to deliver clear, concise information and direction to partners and internal teams
- Highly technology literate; quickly learns new applications and tools.
- Proven ability to collaborate and build relationships with internal stakeholders
- Ability to effectively solve problems, make decisions and take action, exercising solid independent judgment
- Ability to maintain a professional attitude and work independently with little guidance in a fast paced, changing environment.
- Proficiency in MS Office applications (Outlook, Word, Excel and PowerPoint)
- Experience with content management systems, eLearning development tools/authorware and basic HTML coding skills preferred

Other qualifications include:
- Excellent interpersonal and team skills, extremely collegial and collaborative
- Values diversity of thought, backgrounds and perspectives
- Ability to multi-task while maintaining vigilant attention to details
- Integrity/ethics beyond reproach
- Ability to be flexible, resilient, and adaptable to changing priorities
- Constantly looking to apply best practices
- Bachelor’s degree required

Compensation
Compensation package is commensurate with experience and includes competitive benefits package and 401K.

How to apply
Please submit a copy of your resume/CV along with a cover letter to HR@kdsi.org

Your cover letter should include:
- An explanation of your interest in working at KDS
- An explanation of your interest in the position for which you are applying
- An explanation of anything unusual in your resume (more than one year employment lapse or a major shift in your career interest)

KDS is an equal opportunity employer. KDS evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status.
Please note all offers of employment are subject to and contingent upon the successful completion of a background check.