CHILD CARE ALLIANCE OF LOS ANGELES
E-Learning Specialist
Job Announcement

Job Title: **E-Learning Specialist**
Reports To: E-Learning Supervisor
FLSA Status: Non-Exempt

*Please note this is an office-based position temporarily working remotely

<u>**Summary**</u>
The E-Learning Specialist is responsible for providing technical expertise and operational support for Child Care Alliance of Los Angeles' (CCALA) learning management system (LMS) for Quality Start Los Angeles (QSLA) and online learning content that it contains.   The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent and quality child care throughout the Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children, while creating an open and inclusive environment for our employees.

Quality Start Los Angeles, the QRIS system implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Office for the Advancement of Early Care and Education, Child360, and First 5 LA. Working in partnership, they are continuing to build a system of assessing and improving early care and education quality for LA County.

The E-Learning Specialist will work closely with the rest of the Learning and Development (L&D) team at CCALA to develop and design learning materials and adapt existing professional learning content for integration into QSLA's LMS. The E-Learning Specialist will work with CCALA's QSLA team, project partners, and community partners to ensure our on-line trainings are interactive, professional, support our Scope of Work, and expand upon our current delivery methods to reach a broader range of early education professionals.

<u>**Duties and Responsibilities:**</u>
- Report to the E-learning Supervisor, and collaborate with the L&D team in a variety of roles to create the best training possible.
- Develop and design learning modules and courses based on existing and newly developed content for LMS.
- Support the on-going development and enhancement of learning materials on LMS by updating or creating course elements, such as videos, scripts, narration and closed captioning, training activities, quizzes, evaluations, etc. as needed
- Develop new approaches to learning by creating digital content and interactive virtual learning experiences through the LMS system
- Maintain and enhance existing training content.

- Work with QSLA Program Managers and Family Education team to enhance learning experiences for early educators, coaches, and other staff through the LMS.
- Identify the significance of data reported through the LMS and evaluations, communicating planning, and collaborating with the QSLA team, funders, and stakeholders on a regular basis.
- Serve as the digital learning expert; provide customer service support in the technical aspects of the LMS to early educators or QSLA program staff, as applicable
- Run demos of the system and provide training to individuals and user groups, as needed
- Support with the facilitation of live/synchronous trainings, as needed.
- Ensure training attendees receive training credit on ECE Workforce Registry upon completion of courses
- Manage and maintain LMS infrastructure; manage users, update platform as needed
- Support QSLA and CCALA training and e-learning efforts, working closely with all collaborative partners, consortium partners, and R&R agencies to ensure effective, implementation of synchronous and asynchronous trainings, as needed.
- Maintain project compliance through knowledge of and adherence to the QSLA contracts' Scopes of Work.
- Maintain project compliance through the knowledge of and adherence to the E-Learning Accessibility Guidelines (ADA compliance)
- Adhere to QSLA Diversity and Equity Statement
- Assist the E-learning Supervisor in the ongoing development and documentation of the e-learning services provided, using data from LMS system and other sources.
- Maintain effective communication with Alliance agencies, QSLA participants, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Assist E-learning Supervisor in the preparation of program data reports to ensure timely, accurate reporting to QSLA funders and stakeholders, as needed.
- Participate in meetings or events as needed to help maintain CCALA and QSLA visibility with funders and other current and potential stakeholders.

Qualifications:
- Associates or equivalent required; Bachelor's Degree preferred; preferably in related field such as instructional design, multimedia design, adult education, or equivalent experience in training, multimedia training material development, instructional design or other related field
- Minimum of 2 years of relevant experience developing digital learning content in a professional environment
- Experience developing e-learning solutions including: interactive modules, instructional video, digital training materials
- Experience managing content through Learning Management Systems
- Experience with PowerPoint design
- Experience managing webinars on Zoom (or comparable software), preferred
- Experience with audio and video editing software, preferred
- Experience with copywriting, preferred
- Strong interpersonal skills including the ability to work effectively with diverse populations
- Strong written and verbal communication skills that utilize a strength-based approach

- Effective time management and organizational skills and the ability determine priorities and to work under deadlines with great attention to detail.
- Ability to take initiative and work collaboratively as part of a team
- Self-motivated, innovative and able to work independently on multiple tasks
- Effective problem solving skills.
- Strong computer skills, including experience with Microsoft Office Suite, Google Suite, LMS and instructional design software
- Ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- Ability to be flexible, innovative and adapt to the changing needs of the program and agency.
- Valid CA driver's license and insurance coverage which meets CA standards, if using personal vehicle for work related travel.
- Fluent (reading, writing, speaking) in Spanish, preferred

Competencies:
- **Planning/Organizing--**Prioritizes and plans work activities, uses time efficiently, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans.
- **Professionalism--**Approaches others in a respectful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments.
- **Quality:** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.

Physical Demands:
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is often required to stand for several house in the delivery of in-person trainings. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Salary Range: Competitive salary, commensurate with prior experience, education, skills, and abilities. Full-time position with competitive benefits package. Range is $23.00 – $24.50 per hour, with non-exempt FLSA status.

For immediate consideration, send resume and cover letter to:
Ilyssa Foxx, QSLA Manager at hiring@ccala.net . Please include the position title in the subject line.

Email submissions only. No phone inquiries, responses will be sent only to individuals meeting the outlined requirements of the position. This program is contingent upon grant funding.

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

The Child Care Alliance is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all our employment practices, including selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to race, color, medical condition as defined by the State Law, ancestry. religion, national origin, race, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions or any other legally protected status.

For more information, please visit our website: http://www.ccala.net