



CENTRE FOR THE ADVANCEMENT OF SCIENCE AND MATHEMATICS EDUCATION

casme

Title of Role: eLearning Integrator

Reporting to: Academic Manager and Director

Background to the Role

CASME is a non-profit education development and support organisation, working largely in rural and townships schools, providing support to teachers and learners in mathematics and science. The centre is based in Pinetown, KwaZulu-Natal.

The position is based at the centre. Some flexibility for remote working may be considered.

As part of an evolving service offering CASME has established online learning platforms to support its work with teachers, learners and capacity building of staff.

The CASME eLearning Integrator will work closely with the Director and Academic Manager as well as the subject specialist team to design, support and deploy online courses and activities.

An existing Learning Management System is in place which includes most of the standard features for online course delivery as well as live class capabilities.

Specific expectations of the role include:

Instructional Design:

- Design and/or convert CASME's learner and teacher support programmes into an eLearning format using appropriate eLearning methodologies.
- Curate existing Open Education Resources and develop original content for the CASME online learning platforms.
- Set up, monitor and support learning communities (e.g. online forums).
- Support subject specialists in the design of suitable online assessments and participant feedback strategies (e.g. surveys, quizzes and assignments).
- Work alongside CASME subject specialists to support the design of suitable online teacher and learner support activities.
- Provide appropriate or effective technical support in the running of blended learning activities.

Administration:

- Manage the CASME Online Learning Management System (LMS).
- Create and populate courses on LMS in collaboration with subject specialists using the Learning System's built-in affordances as well as those of third-party applications.
- Enrol participants in the relevant courses, monitor the progress of the course and respond promptly to their needs or queries to ensure high retention rates.
- Manage permissions/accessibility for participants or students/learners, trainers and facilitators.
- Manage and maintain SACE endorsement of Online Learning programmes.
- Generate reports on participant progress in enrolled courses timeously (weekly, monthly, quarterly or yearly).

Facilitation and Training:

- Engage with participants to foster a community of learning.
- Provide feedback and support in discussion forums, promptly.
- Encourage critical engagement through online prompting.
- Development of quality assured and relevant training documentation/videos for the purposes of training CASME staff/facilitators.
- Development of training documentation/videos to support user experience .
- Providing live/webinar-based/workshop based training to CASME staff and facilitators and provide the certificate of completion at the end of each module or course.

Knowledge Sharing:

- Participate in partner initiatives, conferences and seminars to share experiences and best practices.

Skills, knowledge and attributes

This is a great opportunity if you are excited about online learning, optimistic and enthusiastic, innovative, and motivated. You will work with a leadership team that supports the evolution of the CASME's delivery model to digital or blended approaches.

In particular you are a fast learner, have an agile and curious mindset, are willing to creatively problem solve. You can easily navigate online environments, rapidly learn about new tools, applications and software. You are familiar with one or more learning management systems and third party add-ons that add value to the online learning experience. You have sufficient knowledge of computer hardware, internet connectivity and Windows operating systems to trouble-shoot basic technical issues.

This is a hands-on role that will require you to be comfortable with some routine technical support but will provide many opportunities for strategic, organisation and system level input.

Bring you vision, enthusiasm and help us transform the future of teacher professional development.