Learning Management System Administrator

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our *Strategic Call to Action*, our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit https://www.hcpss.org/employment/.

DESCRIPTION

Under the direction of the Coordinator of Learning Management System (LMS), the LMS Administrator is responsible for supporting the activities associated with the Howard County Public School Systems LMS team and Information Technology Department. The LMS Administrator will support current and future learning tools, technologies, and related processes and activities.

ESSENTIAL POSITION RESPONSIBILITIES

- Manage and/or support all aspects of the LMS by providing assistance, user training, system development and integration.
- Perform administrative tasks in the LMS as needed, including running and preparing reports; completing enrollments and data entry; user, content, and course management; system monitoring; functionality validation; and completing statistical analysis.
- Create or improve process workflows for both internal administration of the LMS and for end users.
- Prepare and work with confidential and sensitive data and documents while adhering to CIPA, FERPA and HIPAA regulations.
- Utilize a variety of development tools and scripting and programming languages such as HTML, CSS, Java Script, and T-SQL to manipulate UX, system interfaces, functionality and data.
- Maintain up-to-date expert knowledge and skills on all evolving LMS features and procedures.
- Provide routine and non-routine technical support and assistance to end users by troubleshooting and resolving LMS functionality issues and communicating resolutions in a timely manner.
- Research, test, validate and communicate new and existing functionality and system upgrades, as well as tools that integrate with the LMS, to ensure quality and correct implementation of new features.
- Work with vendors to evaluate, integrate, and troubleshoot LTI integrations.
- Create accurate documentation of system functionality for end users.
- Support organizational learning / training efforts.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS
Applicants must meet all the qualifications listed below to be considered for the vacancy.

Education:
- Bachelor's degree from an accredited university in Information Technology, Educational Technology, or a related field.

Experience:
- At least three (3) years of experience working with a Learning Management System (LMS) platform.
- Experience with HTML, CSS, JAVA Script, and rational databases.

PREFERRED QUALIFICATIONS
- Experience with Student Information Systems (SIS).
- Experience with T-SQL, JSON, and APIs, and business intelligence software (e.g., Power BI, Tableau).
- Experience using GIT/GITHUB.
- Experience with UI/UX design.
- Experience working within a preK-12 or college/university setting.

SELECTION REQUIREMENTS
Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION
This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 26, $93,690 - $141,180. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may be eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS
Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:
- A complete application form that includes a listing of employment locations with dates of employment and documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
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Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.