# Subject Matter Expert – Job Description

The Illinois Digital Learning Lab (the Lab) is a community focused on integrating new technology in the adult basic education classroom. The first year of the program explored a variety of topics and software/hardware including: personalized learning, digital literacy, blended learning, Chromebooks, and Google Suite, among others. After a successful first year of program operations the Lab is planning to kick off a new round of experimentations. We are seeking subject matter experts to participate in this facilitated learning community and support a small cohort of educators. The goal of the program is to capture insights about the most effective digital tools, delivery models, and support strategies which can then be shared across the state of Illinois.

Projected Start Date: August 16, 2019

End Date: June 19, 2020

Responsibilities

* Serve as subject matter expert for a cohort in the Illinois Digital Learning Lab, a learning community made up of educators in adult basic education
* Support program goals and vision by attending program trainings and coordinating with program staff
* Lead a cohort of 4-5 educators by scheduling and leading monthly meetings in-person or via Zoom for educators throughout the year.
* The program requires approximately 10 hours a month time commitment.
* Provide reports and observations on cohort progress to program lead,
* Attend program workshops including an in-person launch workshop on August 16, 2019, a mid-point check-in meeting in either the Chicago area January 10, 2020, Central Illinois area January 17, 2020, or Southern Illinois area January 24, 2020, and a culminating meeting on June 19, 2020 (location to be determined).
* Advise educators on experimental sprints in the classroom, including troubleshooting new tools
* Participating/posting in the cohort’s communication platform of choice (LMS, Facebook, LINCS, etc.)

Preferred qualifications

* Experience using blended and online tools in the classroom
* Experience using Zoom, Adobe Connect, or comparable web conferencing systems
* Ideally has familiarity with Cell-ED, Learning Upgrade, and other industry leading programs
* Demonstrated expertise leading virtual and in-person meetings

This role is [contract for up to 10 hours month] and contractor is eligible to submit expense for travel reimbursement. Stipends per SME: a maximum of $6,000 ($50 an hour) 10 hours a month.