



Are you interested in proctoring an online course?

The Nebraska Department of Education, Office of Early Childhood is looking to recruit an individual to proctor an online training course for early childhood care and education providers across the state, utilizing the Learning Management System (LMS) Canvas.

Qualified individuals will serve as course instructor for the First Connections training. First Connections is a multifaceted online set of modules offering education about infants and toddlers to teachers, caregivers, and parents across Nebraska and beyond.

QUALIFICATIONS

The First Connections Proctor must meet the following qualifications:

- A minimum of a Bachelor's degree in Early Childhood, Child Development or a related field is preferred
- At least 2 years experience in an early childhood program
- Experience with LMS
- Experience with adult learners
- Strong oral and written communication, interpersonal skills and organizational skills

CONTRACTING

The Nebraska Department of Education will pay \$60.00 per hour for the following services:

- Monitor the work of enrolled students.
- Make any edits and/or changes to early childhood online courses in the LMS.
- Work with the NDE and LMS staff to resolve any technical issues.
- Co-lead the revision process of the current First Connections course.
- Research current best practices in infant/toddler care and education for course revisions.
- Attend meetings/phone calls with NDE staff and other LMS proctors.

Resumes must be submitted to Tammi Hicken via email no later than April 26, 2024.

For more information, contact Tammi Hicken: tammi.hicken@nebraska.gov