Job Description

Moodle LMS Specialist

Key Responsibilities

- **Moodle Administration:**
  - Configure and maintain Moodle instances, including installation, setup, and customization of plugins and themes.
  - Manage user roles, permissions, and authentication methods within Moodle.
  - Monitor and optimize Moodle performance, troubleshoot issues, and implement solutions.

- **Content Management:**
  - Develop and upload course content, learning resources, and assessments within Moodle.
  - Organize and structure courses using Moodle's course management features.
  - Ensure all content is accessible, up-to-date, and aligned with instructional design best practices.

- **Training and Support:**
  - Provide training sessions and workshops to faculty, staff, and learners on how to effectively use Moodle.
  - Offer technical support and troubleshooting assistance to users, addressing inquiries and resolving issues promptly.
  - Create and maintain user documentation, tutorials, and guides for Moodle functionalities.

- **Analytics and Reporting:**
  - Generate and analyze reports on learner engagement, course completion rates, and other performance metrics using Moodle's reporting tools.
  - Utilize data insights to evaluate the effectiveness of courses and learning activities, making recommendations for improvements.

- **Integration and Maintenance:**

  o Coordinate integrations between Moodle and other systems to ensure seamless data flow and functionality.

  o Perform regular updates, patches, and backups for Moodle installations in accordance with organizational policies and best practices.

  o Implement and maintain Moodle security measures to protect sensitive data and ensure compliance with privacy regulations.

  o Troubleshoot technical issues related to PHP/MySQL.

Skills

- Proven experience as a Moodle Administrator or Specialist, with 5 years in managing Moodle-based LMS environments.

- Strong technical proficiency in Moodle administration, including installation, configuration, and customization of Moodle instances.

- Experience with Moodle plugins and modules, and ability to extend Moodle's core functionality as needed.

- Proficiency in PHP programming language for Moodle customization and development.

- Experience with Moodle deployment on AWS, utilizing Lightsail for simplified setup or EC2 for scalable and customizable deployments.

- Solid understanding of MySQL or other relational databases for managing Moodle data and performing SQL queries.

- Excellent problem-solving skills and ability to diagnose and resolve technical issues related to Moodle.

- Strong communication and interpersonal skills, with the ability to train and support users effectively.

Experience

- Minimum of 5 years of experience in administering and supporting Moodle-based Learning Management Systems.
- Experience in educational technology, instructional design, or e-learning development is highly desirable.
- Proven track record of delivering training and support services in a technology-driven educational environment.

Education:

- Bachelor's degree in Information Technology, Computer Science, Education, or a related field. (Master's degree preferred)

Location – Bangalore / Remote

Email your CV to careers@katha.org