

Job Title: Coordinator – K-12 Virtual Education



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to manage the school and its human resources to attain school goals by providing evidence of effective instruction that results in student achievement, as recognized through defined learning gains and survey results, to support instructors in personal and professional growth activities and to oversee full-time virtual instruction programs, online credit recovery options, online summer school options, as well as FTE and audit compliance for virtual instruction programs.

ESSENTIAL JOB FUNCTIONS

- Assigns work within the department equitably.
- Serves as the District representative on numerous committees.
- Analyzes student performance data from state and District testing programs.
- Works with students and parents to ensure all District required paperwork is complete and families are in compliance with Florida Statutes.
- Works with online instructors to ensure quality of instruction and adherence to policies and procedures.
- Maintains a visible presence for teachers and students – either online or onsite at virtual learning labs.
- Monitors enrollment and re-enrollment processes, student progress, pacing, and completion rates, ensuring that targets are met.
- Works with ESE Program Specialist to ensure the delivery of special education services to identified students.
- Analyzes student performance data from state and District testing programs.
- Reviews teacher-student communication logs from the student management system.
- Prepares and submits student performance reports for staff, students, and parents.
- Prepares and submits enrollment and attendance reports as mandated by the State.
- Communicates with students about engagement, performance, and reaching goals.
- Communicates with parents about student engagement and commitment.
- Communicates with vendors and their staff about school performance and school needs.

- Facilitates the implementation/coordination of the state standardized testing process for Virtual School students.
- Participates and attends school related functions and activities, when necessary and applicable, including conferences and seminars as approved and appropriate.
- Serves as administrator of all Virtual instruction programs.
- Maintains contact with the Districts and agencies related to assigned areas.
- Collaborates with other departments and divisions.
- Disseminates informational and current research to appropriate personnel.
- Maintains a visible presence for parents and students – via instant messenger, onsite virtual learning labs, or at scheduled events.
- Keeps well-informed about current trends and best practices in areas of responsibility.
- Promotes and supports professional development through training, in-service, and other development
- Attends training sessions and conferences to keep abreast of current practices and legal issues.
- Maintains a network of peer contacts through professional organizations.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Keeps abreast of changing legal requirements and proposed changes in areas of responsibility.
- Addresses personnel problems in a prompt and timely manner.
- Oversees the delivery of assigned support services to ensure maximum value from available resources.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Provides leadership for assigned instructional and support services.
- Assists in the development of short and long-range plans.
- Anticipates potential problems and initiates steps to correct or solve them.
- Uses appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- Sets high standards and expectations for self and others.
- Manages and administers the development, implementation, and assessment of virtual instruction options within the School District.
- Coordinates the development, implementation, and evaluation of virtual instructional programs, including the use of technology.
- Promotes high student achievement.
- Assists in gathering, analyzing, and interpreting data related to student performance.
- Supervises the establishment and maintenance of individual professional development plans for each instructional employee.
- Interviews and selects qualified personnel to be recommended for employment.
- Provides training opportunities and feedback to personnel.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Valid Florida Certificate or eligible for Florida Certificate in Educational Leadership.
- Seven (7) years of successful teaching experience, preference for virtual instruction experience.

- Demonstrated experience in supervision, training, and development of teachers
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display positive leadership and interpersonal skills.
- Requires the ability to communicate, both orally and in writing.
- Requires the ability to display effective conferencing and group dynamic skills.
- Requires the ability to display knowledge of federal, state, and local laws, rules and policies governing all facets of the virtual school program.
- Requires the ability to display knowledge of instructional strategies, online instructional design theories, learning style theories, and educational leadership strategies.
- Requires the ability to display knowledge of technical issues affecting the learning management systems.
- Requires the ability to display possession of organization and coordination skills.
- Requires the ability to work as a team member and leader.
- Requires the ability to employ innovative problem solving techniques to accomplish objectives.
- Requires the ability to display possession of skills with all applicable and recommended computer applications.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reading, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: