



EMPLOYEE NAME: \_\_\_\_\_

Revised: 04/04; 10/12; 5/14; 10/14; 11/15; 6/18; 8/21

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director, Elementary Virtual Program	<b>JOB CODE:</b> 620B
<b>DIVISION:</b> School Leadership	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> School Leadership	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Chief School Leadership Officer	<b>PAY GRADE:</b> CDR (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of district online programs for elementary students.	

### REQUIREMENTS:

1.	Educational Level: Master Degree required, Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certification
3.	Experience: 5 years in K-12 online school program administration or 3 years building or district level leadership experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Knowledge of curriculum, online learning management systems, online course development and delivery; written and oral communication; organization, computer technology skills, leadership, interpersonal and public relations

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Designs and implements a long-range strategy for District student online learning programs.
3.	Directs the management activities and functions related to the Elementary Virtual Program online student programs.
4.	Supervises and evaluates Elementary Virtual Program staff and monitors the work of project teams.
5.	Develops and coordinates policy and procedure, implementation, and ongoing activities of the Elementary Virtual Program.
6.	Collaborates effectively with District and school level staff to provide online opportunities for district students.
7.	Ensures the quality and appropriateness of District online curricular resources.
8.	Manages the gathering and analysis of program data to determine effective online curricular and instruction processes, student progress goals and effective online teaching and makes recommendations to program staff and administration.
9.	Identifies and implements best practices in online learning and support for students.
10.	Remains current with online trends and policies to ensure program is in compliance and meets state and/or Federal guidelines (NCAA, College Board, Gifted, IB).
11.	Oversees budgets related to assigned area of responsibility.
12.	Plans and assists in implementing staff training and professional learning; keeps abreast of developments and innovations in the professions and ensures that staff members have access to professional and personal growth opportunities.
13.	Oversees current instructional support functions and implements new activities and procedures to ensure program goals are met.

14.	Ensures the academic success of individual students by utilizing all levels of academic support available and by maintaining a high level of communication with parents to deliver program information and address individual student needs.
15.	Participates in professional growth activities to keep abreast of current and emerging technologies associated with online learning; forms and maintains collaborative partnerships with other educational institutions.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_