

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Cobb Virtual Academy	JOB CODE: 621M
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Cobb Virtual Academy	WORK DAYS: 238
REPORTS TO: Director, Cobb Virtual Academy	PAY GRADE: CAD (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership and directs the development, implementation, and evaluation of District online programs for students.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 5 years in K-12 online school program administration, 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.	Assists in the management activities and functions related to the Cobb Virtual Academy and District online student programs
3.	Supervises selected Cobb Virtual Academy staff and monitors the work of project teams.
4.	Develops and coordinates implementation and ongoing activities of Cobb Virtual Academy
5.	Ensures the quality and appropriateness of district online curricular resources.
6.	Manages the gathering and analysis of program data to determine effective online curricular and instruction processes, student progress goals and effective online teaching; makes recommendations to program staff and administration.
7.	Identifies and implements best practices in online learning and support for students.
8.	Assists in implementing staff training and development; keeps abreast of developments and innovations in the professions and ensures that staff members have access to professional and personal growth opportunities.
9.	Oversees budgets related to assigned area of responsibility.
10.	Plans and assists in implementing staff training and development; keeps abreast of developments and innovations in the professions and ensures that staff members have access to professional and personal growth opportunities.
11.	Supervises CVA admission procedures, maintenance of student records, registration, scheduling of student courses, recording of final grades, archiving of courses and monitors attendance and participation.
12.	Participates in meetings and communicates policies and procedures for CVA in support of District and local school priorities to District level staff.
13.	Assist in coordinating student enrollment with Georgia Virtual School.
14.	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.

15.	Assists budgets related to assigned area of responsibility.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____