

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Elementary Virtual Program	JOB CODE: 621M
DIVISION: School Leadership	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: School Leadership	WORKDAYS: 238
REPORTS TO: Director, Elementary Virtual Program	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's degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
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.	Assists in the management activities and functions related to the Elementary Virtual Program.
3.	Supervises selected Elementary Virtual Program staff and monitors the work of project teams.
4.	Develops and coordinates implementation and ongoing activities of Elementary Virtual Program.
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.	Oversees budgets related to assigned area of responsibility.
9.	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.
10.	Assists with supervision Elementary Virtual Program admission procedures, maintenance of student records, registration, scheduling of student courses, recording of final grades, archiving of courses and monitors attendance and participation.
11.	Participates in meetings and communicates policies and procedures for Elementary Virtual Program in support of District and local school priorities to District level staff.
12.	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.
13.	Assists budgets related to assigned area of responsibility.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____