

EMPLOYEE NAME



Created: 12/25/26

JOB DESCRIPTION

POSITION TITLE: CVA Department Lead	JOB CODE: 114B
DIVISION: Accountability, Research, and Grants	SALARY SCHEDULE: Teacher
DEPARTMENT: Cobb Virtual Academy	WORK DAYS: 187
REPORTS TO: Director, CVA	PAYGRADE: CIT(4,5,6,7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides faculty leadership and support to CVA adjunct teaching faculty. Works with local school staff, students, and other key partners to facilitate online learning environments conducive to student success. Employs innovative problem-solving techniques to accomplish objectives.	
REVISION DATES: 7/26	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: At least three years teaching experience, online preferred
4.	Physical Activities: routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities Strong written and oral communication, proficiency in Microsoft 365, strong knowledge of state and local standards, online teaching experience, knowledge of the National Standards for Quality Online Learning, knowledge of instructional strategies for student success in online learning environments, ability to work independently with great attention to detail.

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in the screening and selecting of new personnel; assists personnel new to the department
3.	Utilizes state, district, and program wide test results and program grade profiles to evaluate and improve CVA course content.
4.	Assists with the development of the departmental master schedule and class schedule preparation each term.
5.	Collaborates with teachers and administrators to enhance the instructional environment by monitoring teacher implementation of CVA processes and expectations.
6.	Identify training and performance gaps for CVA adjunct teachers, provide supplemental support, and escalate ongoing issues to program leaders.
7.	Assists teachers with improving techniques of online instruction and improving overall student achievement; provides instructional strategies and tools.
8.	Respond promptly to teacher requests for assistance with student support, course content, pedagogy, and course technology.
9.	Attends program meetings, county meetings for coordinating the system's instructional program, and other meetings as directed.
10.	Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
11.	Meets regularly with CVA administrators regarding teacher performance.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____