

JOB DESCRIPTION

POSITION TITLE: Teacher Support Coordinator	JOB CODE: 621D
DIVISION: Strategy & Accountability	SALARY SCHEDULE: Coordinator
DEPARTMENT: Cobb Virtual Academy	WORKDAYS: 231
REPORTS TO: Director, Virtual Programs	PAY GRADE: CC5 (5,6,7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: A collaborative leader who provides ongoing supervision, support, and professional learning to CVA faculty. Focuses on effective online instruction, consistent use of the CVA Online Teaching Framework, knowledge of the National Standards for Quality Online Learning, and alignment with Cobb County School District expectations. Assists in organizing and sharing instructional resources, supports teachers in strengthening student engagement and achievement, and serves as a key point of contact for instructional consistency and teacher success. Employs innovative problem-solving techniques to accomplish objectives.	
REVISION DATE (S): 2/25; 3/25;7/26	

REQUIREMENTS:

1.	Educational Level: Master's degree in education or related field required; A master's degree in educational leadership is preferred, but a master's degree in another education field with completion of an Educational Leadership program within 3 years will be considered
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate at level 5 or meets qualifications for NL-5; passing score on the GACE Georgia Ethics for Educational Leadership – Program Entry (370) Assessment(http://gace.ets.org/)
3.	Experience: Minimum of five years teaching experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Proficiency in Microsoft 365, online teaching or experience building curricula for online courses (preferred), knowledge of the National Standards for Quality Online Learning, strong knowledge of state and local standards, knowledge of instructional strategies for student success in online learning environments, and ability to work independently on a deadline with great attention to detail

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.	Collaborates with local schools, District office staff, and other key partners to review and refine the CVA Online Teaching Framework to ensure relevance, consistency, and alignment with CCSD instructional expectations.
3.	Models effective online teaching strategies to ensure that CVA courses are consistent with all state laws, Cobb County School District policies, CVA guidelines, state and local standards, and best practices for online instruction.
4.	Supervises and supports department leaders and CVA teachers to ensure instructional consistency and student success.
5.	Identifies, selects, and modifies professional learning resources to meet the needs of online teachers across all subject areas.
6.	Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.

7.	Proactively identifies teacher areas for growth and facilitates professional learning focused on online instruction, student engagement, and effective classroom practices, linking teachers to support and resources.
8.	Assumes responsibility for meeting course and program student performance goals.
9.	Assists teachers with improving techniques of instruction and improving overall student achievement; provides instructional strategies and tools to aid the instructional process.
10.	Collaborates with the CVA Scheduling Coordinator to inform class prioritization and teacher assignment.
11.	Meet regularly with CVA administrators regarding teacher performance.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____