



EMPLOYEE NAME: _____

Revised: 04/04; 10/12; 5/14; 10/14; 11/15; 6/18;3/26

JOB DESCRIPTION

POSITION TITLE: Director, Virtual Programs	JOB CODE: 620B
DIVISION: Strategy & Accountability	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Accountability, Research, & Grants	WORKDAYS: 231
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: CDR (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of district online programs for students.	
REVISION DATE(S): 3/26	

REQUIREMENTS:

1.	Educational Level: Master’s degree required, Specialist degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certification
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.	Designs and implements a long-range strategy for district student online learning programs.
3.	Directs the management activities and functions related to the Cobb Virtual Academy and district online student programs.
4.	Supervises and evaluates Cobb Virtual Academy staff and monitors the work of project teams.
5.	Develops and coordinates policy and procedure, implementation, and ongoing activities of Cobb Virtual Academy.
6.	Collaborate effectively with district and school level staff to provide online opportunities for district and non-traditional students.
7.	Facilitates the coordination of divisions, systems, and resources to lead and supervise any staff that manage digital content development.
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 profession and ensures that staff members have access to professional and personal growth opportunities.

13.	Coordinates with other divisions for district level enhancements to CTLS and oversees development of CTLS features specific to accountability programs.
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 programming information and address individual student needs.
15.	Serves as liaison and district level facilitator with Georgia Virtual School.
16.	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.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____