

**TITLE/POSITION** Deer Valley Online Learning Program Chair

**SUPERVISOR** Director of Instructional Technology & Innovative Programs

**EVALUATION** Performance is to be evaluated annually by program director

**CERTIFICATION REQUIREMENTS** Valid AZ Secondary Teaching Certificate

**ADDITIONAL REQUIREMENTS**
**QUALIFICATIONS** Specific requirements determined by school principal

**TERMS OF ADDENDA** Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

<b>ADDENDA TYPE</b>	SELECT ONE	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Per Diem <input type="checkbox"/> Formula	<b>NOTES:</b> Calculated on the current district beginning salary * 12.61%    \$5,460.
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**ITEMS REQUIRED AT THE START OF PROGRAM**
**DUE DATE:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

1. Identify trainings and opportunities for staff development for each team member.
2. Mentor/support successful course starts.
3. Set instructional and program goals with the staff including CIA support and integration with district standards.
4. Create and administer in-service trainings.
5. . Create and administer weekly staff meetings. including all staff (office support, campus connections)

**ITEMS REQUIRED AFTER THE START OF PROGRAM**
**DUE DATE:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

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| <ol style="list-style-type: none"> <li>1. Create community within department through a personable atmosphere.</li> <li>2. Discuss and resolve any conflict as necessary.</li> <li>3. Maintain confidentiality between one on one meetings, program manager, and other staff.</li> <li>4. Helps support teachers in gathering any required materials for testing, teaching, or program events.</li> <li>5. Meet Regularly with CIA, program manager, and other pertinent staff.</li> </ol> | <ol style="list-style-type: none"> <li>6. Work with Barry Goldwater and Boulder Creek to support the Online lab initiative and roll out.</li> <li>7. Follow and model policies and procedures of the online program.</li> <li>8. Make sure that all staff attend weekly meetings and other necessary program events.</li> <li>9. Investigate and implement state standards for each content area. (Social Studies, Math and English)</li> </ol> |
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**ITEMS REQUIRED AT COMPLETION OF PROGRAM**
**DUE DATE:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

1. Helps teachers to close out their courses.
2. Proctor finals and state testing.
3. Finalize gradebook.
4. Create master courses for the following semester.
5. Supervise staff as they evaluate their courses and plan for the following semester.

**COMPLETION OF ADDENDA**      **SUPERVISOR SIGNATURE** \_\_\_\_\_      **DATE** \_\_\_\_\_

**\*\*Your employment is "at will" and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District.**