



JOB DESCRIPTION

JOB TITLE: **Director I of Online and Virtual Learning**

Position Type: Exempt	Department: Curriculum, Instruction, & Assessment
Salary Schedule: Exempt	Reports to: Deputy Superintendent of Curriculum, Instruction, & Assessment
Salary Range: 8	Location: District Office
Term of Employment: 12 months	Date: October 21, 2020
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

The Director of Online and Virtual Learning provides administrative leadership to develop and guide all aspects of online, virtual and hybrid programming district-wide including supervision of the District’s Virtual and Academy programs, services, and daily operations. The Director will work with CIA, IS&T, Administrative and Leadership Services (ALS) and Organizational Improvement (OI) to assist in defining and implementing institutional strategies for K-12 online education, student options and innovative approaches to course delivery and management.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Guides the development and implementation of short and long-range plans in conjunction with the Deputy Superintendent of CIA for achieving DVOLP and DVOA goals while staying in alignment with the school district’s strategic plan.
- Organizes initiatives for online programming and identifies trends in online learning including hybrid, distance learning, and fast track programming.
- Directs the implementation of the Canvas (LMS) online digital learning platform and collaborates with the Director of Academics and Assessment to ensure that students have access to the school district’s core curriculum.

- Monitors the development and implementation of all aspects of the virtual learning process.
- Establishes and monitors communication systems for teachers, students, and families regarding student progress and program updates.
- Oversees and directs allocation of resources with the assistance and oversight of the Director of Finance.
- Monitors compliance with Governing Board policies, State and Federal laws as they apply to virtual learning, curriculum, and instructional minutes.
- Maintains open lines of communication with all interested parties and respond to concerns of parents, teachers, building and district office administrators and community members in a timely manner.
- Maintains an accurate database, files, attendance records, and academic progress of students in virtual academy as required by the state of Arizona.
- Maintain compliance with ADE, eRate, and CIPA requirements.
- Conducts ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve the programs.
- Plans, implements and facilitates professional development/in-services for program staff.
- Coaches, develops schedules, and works in conjunction with the Deputy Superintendent of Human resources in using an evaluation checklist for teachers and Canvas,the Learning Management System (LMS).
- Recruits, hires, and supports teaching and support staff.
- Supervises and evaluates all assigned DVOLP/DVOA staff.
- Represent the online and distance learning interests of DVUSD in regional and state meetings.
- Fosters collegiality and team building among full and part time online certified and classified staff.
- Works with others in a positive, productive way.
- All other duties as assigned.

LIAISON

- Supports campuses with LMS data and application.
- Provides administrative support for the online, virtual, blended, hybrid, and distance learning program faculty (for example, student discipline, parent concerns).
- Serves as liaison to online, virtual, blended, hybrid, and distance learning students, faculty,staff, and DVUSD's educational leadership.
- Communicates Canvas (LMS) and other courseware changes to building principals.
- Assists in public relations as directed by the Superintendent of Schools.
- Projects a positive image to the community.
- Demonstrates awareness of school and community relationships.

TECHNOLOGY

- Works with district technology curriculum specialists on all aspects of technology as it relates to online learning.
- Coordinates installation of new courseware and upgrades with district network specialist and IS&T.
- Coordinates troubleshooting with IS&T concerning computer problems with software and courseware used.
- Provides a strong ability to troubleshoot computer software and technology problems.
- Manages vendors.
- Provides leadership in the development of strategic approaches for the integration of technology into the educational environments of DVUSD (flexible learning, Hybrid/Blended, Brick and Mortar, Tech Rich campuses).
- Partners with the Technology Curriculum, Instruction and Assessment Specialist involved with the planning of instructional technology resources, focusing on the pedagogical use of various instructional technologies needed for online and face-to-face course deliveries.
- Coordinates with DVUSD's Information Systems and Technology (IS&T) to ensure adequate technology infrastructure to meet goals of technology-enhanced curriculum.

ONLINE COURSE DESIGN AND IMPLEMENTATION

- Coordinates instructional design with an understanding of best practices for distance learning.
- Works closely with Curriculum, Instruction & Assessment Specialists and campus faculty to continuously assess online, virtual, blended, hybrid, and distance learning education initiatives and outcomes.
- Maintains a high level of credibility by keeping up with the changes in all subject areas. Ensure K-12 online students receive the similar learning opportunities as students in a brick and mortar classroom.
- Meets with District Program Directors in order to stay abreast of any changes in curriculum. (example: changes in Interventions, Benchmark Assessments, Textbook adoptions etc.).
- Coordinates course-building teams and distribute any updates to all Online Instructors, and district leadership.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Maintains the Curriculum, Instruction & Assessment pages on the district website.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes all required training and professional development sessions.

- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Models a strong commitment to the mission of DVUSD.
- Skilled in being an active listener able to turn suggestions into actionable advice and implement changes.
- Demonstrates significant knowledge of K-12 curriculum, curriculum development and evaluation.
- Demonstrates knowledge of the rules, regulations and principles of AOI.
- Must possess the ability to apply various instructional design approaches to learning content and to professionally design and implement engaging and effective online teaching and learning strategies.
- Demonstrates excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrates organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to senior leadership, public groups, and/or school board.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Demonstrates collaborative problem-solving skills.
- Uses the professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Teaching Certificate.
- Valid Arizona Administrative Certificate required.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Three years of administrative experience required.
- Experience in virtual teaching and/or virtual environments required.
- A Master's degree in Education, Instructional or Educational Technology or a related field.
- Substantial relevant experience, including an appropriate combination of teaching, supervisor, and other administrative experience.
- Significant knowledge of and experience with DVUSD's current learning management systems and other instructional technologies.
- In-depth knowledge of the Arizona Education Code; the rules, regulations and principles of Arizona Online Instruction (AOI).
- Ability to promote and follow Board and District policies.
- Ability to communicate, interact and work effectively and cooperatively in a team setting.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from program stakeholders.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must have the ability to spend several hours per day at a computer.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.