



# DEER VALLEY

*Unified School District*

## JOB DESCRIPTION

Job Title: **Manager of Aspire and Alternative Learning Initiatives**

Position Type: <b>Exempt</b>	Department: <b>Curriculum, Instruction and Assessment</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Director of Online and Virtual Learning</b>
Salary Range: <b>7</b>	Location: <b>Aspire- Innovation Center</b>
Term of Employment: <b>12 months</b>	Date: <b>5/21/2025</b>
Shift: <b>Day</b>	Approved By: <b>Human Resources</b>

### **POSITION SUMMARY:**

Provides executive-level leadership and administrative oversight for DVUSD's K–12 online and blended learning programs, with direct responsibility for Aspire, the district's K–12 Online School. This role ensures high-quality curriculum development, instructional delivery, staff support, and student services in collaboration with Curriculum, Instruction & Assessment (CIA), as well as other key departments including Human Resources (HR), Information Systems & Technology (IS&T), and Academic Services (ALS). The Manager/Administrator drives innovation in online learning, supports instructional design, facilitates course builds for CIA, leads school-level operations, and ensures compliance and continuous improvement aligned with district academic goals and best practices.

*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:**

- Serves as administrator of Aspire, DVUSD's K–12 Online School, providing academic, operational, and instructional leadership aligned with district goals.
- Oversees all elements of flexible, online, and blended learning programs, including curriculum development, course builds, instructional coaching, and learning platform implementation.

- Leads the planning, implementation, and evaluation of online instructional models, course offerings, and teacher professional development.
- Provides direct supervision and evaluation of certified and classified staff in the K–12 online environment.
- Leads the development, coordination, and oversight of alternative learning pathways, including high school and middle school summer school programs, credit recovery, and other flexible options that support student achievement and on-time graduation.
- Oversees course build facilitation and project management of digital curriculum development in collaboration with the CIA department to ensure content quality, alignment to standards, and timely delivery.
- Collaborates with CIA to identify instructional priorities, develop pacing guides, and maintain consistency across online and in-person course offerings.
- Ensures the academic pacing, rigor, and fidelity of online instruction match or exceed traditional school models.
- Oversees LMS data analysis and provides actionable insights to campuses and district leadership.
- Maintains up-to-date knowledge of research, policies, and practices in online learning and student engagement.
- Provides district-wide leadership in instructional design processes, curricular innovation, and the use of educational technologies.
- Coordinates training and professional development on online tools and instructional strategies.
- Administers and monitors student enrollment, attendance, academic progress, discipline, and supports for online learners.
- Manages compliance with ADE, AOI regulations, and special education mandates.
- Supervises accurate data reporting and ensures alignment with district, state, and federal accountability metrics.
- Oversees the K–12 online budget, staffing models, and resource allocation.
- Represents DVUSD in regional and state forums related to online education and instructional innovation.
- Maintains a high level of communication with ALS, CIA, and other district departments to support collaborative decision-making.
- Fosters a positive online school culture that supports student and staff well-being, connectedness, and engagement. Leads initiatives that promote community-building, student advocacy, and a sense of belonging in the virtual environment.
- Acts as liaison to students, families, faculty, and administrative teams to ensure a supportive and successful virtual learning experience.
- Participates in strategic planning and policy development related to online and hybrid learning.
- Evaluates programs and staff using district and state instruments, ensuring high-quality instruction and service delivery.
- Maintains and evaluates a repository of digital instructional materials and best practices.
- Leads technology planning and support for all models of course delivery.

- Coordinates feedback cycles and implements changes based on stakeholder input.
- Demonstrates commitment to the DVUSD mission and strategic plan through collaborative problem-solving and data-driven leadership.
- Performs all duties in compliance with DVUSD policies and expectations.

#### **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.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

#### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervises certified and classified personnel within Aspire and the broader K–12 online learning model.
- Conducts evaluations, provides feedback, and implements growth plans in accordance with district and state policies.
- Ensures staff maintain high professional standards and customer service in an online setting.

#### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrated leadership in managing flexible learning environments and large-scale program implementation.
- Knowledge of instructional technology, digital pedagogy, and student engagement strategies.
- Strong organizational and analytical skills to manage multiple initiatives and datasets.
- Excellent communication, decision-making, and interpersonal skills.
- Experience with LMS systems, course authoring tools, and virtual collaboration platforms.
- Ability to coach and support teachers in designing and delivering online instruction.
- Commitment to continuous learning and professional development.
- Demonstrated understanding of the AOI model and applicable educational regulations.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Valid Arizona Teaching Certificate.
- Valid Arizona Administrative Certificate.
- Must meet requirements for Certification.
- Authorization to work in the U.S.

#### **EDUCATION AND/OR EXPERIENCE:**

- Master's degree in Education, Educational Technology, Curriculum and Instruction, or related field required.
- Minimum of five years of teaching experience, including experience in virtual/online instruction.

- Principal or Assistant Principal experience preferred, or equivalent administrative experience.
- Prior experience in instructional design, online curriculum development, and teacher leadership required.
- Experience with administrative and instructional oversight of online learning models.
- Knowledge of Arizona Education Code, ADE policies, and best practices in K–12 education.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

### **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.

### **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.*