



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Aspire Deer Valley's K-6 Online Academy Principal**

Position Type: Exempt	Department: Curriculum, Instruction and Assessment
Salary Schedule: Principal Small Schools/ Programs	Reports to: Director of Online and Virtual Learning
Pay Range: 1	Location: Aspire - DV Online Program
Term of Employment: 10 months	Date: May 13, 2021
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Provides administrative leadership to develop and guide all aspects of online and blended learning operations for students across the district in grades Kindergarten through 6th grades. The principal will work with the Director of Online and Virtual Learning to assist in defining and implementing institutional strategies for online education and modern approaches to course delivery and management. The principal will provide leadership for the technical and pedagogical development and delivery of all online courses. The principal will lead the instructional design processes and administer the flexible learning component for DVUSD by facilitating technology-rich teaching and learning through collaborative curricular innovation, including new course development, course revision, online courses, faculty training/support, and service reliability and consistency. The principal will oversee the K-6 Aspire Online Academy.

The principal will work with staff to implement both DVUSD academic curriculum and services that address the social and emotional needs of staff and students. The principal will collaborate with district and school leaders to ensure the academic pacing and rigor of the K-6 Aspire Online Academy School is aligned with that of DVUSD brick and mortar schools.

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:

- Flexible learning visioning and programming

- Current on research related to online instruction.
- Support and devise and implement online methods of creating and maintaining a "school community";
- Campus supports and creative staffing solutions
- Help ensure teachers exhibit and maintain a high level of professionalism, instructional support and customer service in an online environment
- Help ensure the academic success of online students by utilizing all levels of academic support available, and by maintaining a high level of communication with parents to deliver program information and address individual student needs.
- Ensure policies, procedures and legislation, including specific special education procedures are maintained.
- Oversee all state reporting and compliance procedures and ensure and student information and student accounting is accurate and up-to-date
- Provide the Director of Online and Virtual Learning with regular written and verbal reports and updates, as well as maintaining a high level communication with other appropriate stakeholder groups.;
- Assist teaching staff with implementing program changes and/or new software application introductions;
- Provide leadership and innovation for enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational innovations into the curriculum.
- Provide administration for flexible learning and support for the faculty teaching in this medium (flexible learning, Blended on campus, brick and mortar); coordinates all ongoing activities associated with delivering all models of flexible learning courses; and
- Serve as liaison to students, faculty, student services, and DVUSD's educational leadership.
- Coordinate and support trainings and workshops covering new technologies that support the faculty and learners.
- Partner with the CIA team 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.
- Research best practices for Online and Blended education.
- Work closely with Curriculum, Instruction & Assessment Specialists and campus faculty to continuously assess Online and Blended education initiatives and outcomes.
- Provide administrative and technical support for all instructional technology to improve learning outcomes, facilitate technology-rich teaching, and advance curricular innovation.
- Provide a professional development program designed to support faculty with the delivery of curriculum and instruction using computer-mediated communications, cognitive and interactive media tools, and sound research-based course design for both local and distance learning opportunities.
- Develop and maintains an online repository of resources to provide information on current best practices, innovations, and emerging trends for faculty and students (e.g. tutorials, interactive programs, websites) to promote sharing of resources.

- Maintain awareness of best practices, emerging technologies and new potentials in educational technology that may be adopted as new and emerging instructional media, technologies, pedagogies and practices.
- Establish baseline data; tracks/records attendance at faculty training workshops; maintains course log by faculty by departments; analyzes outcomes based on training, service, and support provided to faculty; and monitors progress to achieve goals.
- Maintain appropriate records and data to produce monthly performance reports, annual performance reports, and external reports.
- Maintain compliance with ADE, eRate, and CIPA requirements.
- Coordinates with DVUSD's Information Systems and Technology (IS&T) to ensure adequate technology infrastructure to meet goals of technology-enhanced curricula.
- Participates in relevant DVUSD policy and planning committees and meetings.
- Represents the online and distance learning interests of DVUSD in regional and state meetings.
- Reviews, maintains and evaluates the K-12 online budget.
- Assists with the development, implementation and monitoring of related policies and procedures in collaboration with DVUSD Senior Leadership.
- Assist with the process for systematic review and evaluation of the educational technology and curricular innovation adopted by DVUSD, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attend the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Use interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Complete all required training and professional development sessions.
- Support the values and institutional goals as defined in DVUSD's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Perform other duties as assigned.

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 Aspire Academy pages on the district website.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises assigned employees in the K-6 Small School environment.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- A strong commitment to the mission of DVUSD.
- Have a high degree of flexibility
- Demonstrated ability to work well in fast paced team environment
- Very technologically proficient
- Demonstrates significant knowledge of K-12 curriculum.
- Demonstrates knowledge of 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 teaching and learning strategies.
- Must possess ability to identify user needs, analyze, and logically organize information.
- 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 establish and maintain positive and effective working relationships with students, college employees and the public.
- 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 effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have the ability to troubleshoot computer software and technology problems.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.

- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates classified personnel in accordance with district and state policies/timelines and certified personnel in accordance with online best practices and program policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Communicates clearly and effectively.
- Demonstrates collaborative problem-solving skills.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- 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.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Teaching Certificate.
- Must have a valid Arizona Administrative Certificate preferred.
- 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:

- Master's Degree (M.A.) or higher from a four-year college or university.
- Minimum of five years teaching experience.
- Prior Assistant Principal or Dean Experience required.
- Experience in supervising and evaluating classroom instruction.
- Significant knowledge of and experience with current learning management systems and other instructional technologies.
- Experience in designing and developing instructor-led, web-based, and digital media instruction in higher education.
- Experience providing pedagogical and technical consulting for the design, development, and implementation of instructional content, courses and projects, at the assistant director level or above.
- Experience in facilitating the integration of technology into various educational environments of DVUSD.
- Experience in the administration of online courses and the support of faculty teaching these types of courses.
- In-depth knowledge of the Arizona Education Code; the rules,

regulations and principles of Arizona Online Instruction, as well as other state and federal laws and regulations regarding curriculum development; academic, career and technical programs; developmental education; student learning outcomes; and assessment of student learning outcomes.

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 groups of managers, clients, customers, and the general public.

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.