



**COORDINATOR, VIRTUAL LEARNING**

**GENERAL RESPONSIBILITIES**

Under the guidance of the Director, Instructional Technology, this position is responsible for leadership of the operation and management of the VBCPS full-time virtual learning experience.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the VBCPS liaison between virtual learning program leadership staff and students/parents of VBCPS students that are fully immersed in virtual learning.
- Lead support staff in monitoring student academic progress and providing support to students and families participating in the full-time virtual program.
- Work closely with all principals to provide support to their students participating in the full-time virtual program.
- Oversee the application process, timeline, communication, and registration of students in the full-time virtual program.
- Work closely with the departments of School Leadership and Teaching & Learning to support student success in virtual learning.
- Report student academic progress, noting plans to address concerns, to the Chief Schools Officer and Chief Academic Officer after each marking period.
- Monitor enrollment and re-enrollment processes, student progress, pacing, and completion rates, and ensure that academic and or behavioral targets are met.
- Support the instructional and social-emotional needs of VBCPS students choosing full-time virtual learning.
- Serve as the collaborative contact person for all support services in the full-time virtual program, including serving the needs of students in Special Education, Gifted Programs, English Language Learners, and students with 504 plans.
- Monitor the virtual learning program website and ensure information is current and accessible.
- Identify and communicate unique budget requirements.
- Plan and manage fiscal responsibilities of the virtual learning program under the direction of the Director of Instructional Technology
- Verify enrollments and reconcile payments for the virtual learning program.
- Interview and participate in the process for the employment of staff.
- Evaluate and counsel staff members regarding their individual and group performance.
- Prepare miscellaneous requests, timesheets/absentee reports, memorandums, correspondence, proposals, various federal/state/local reports and surveys, and maintain appropriate filing systems.
- Understand and support the VBCPS Strategic Plan, Compass to 2025.
- Maintain current knowledge on best practices and trends for online learning.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must demonstrate a thorough knowledge of current research and trends in technology education with an emphasis on video conferencing and online education, including current practices of online pedagogy. Must demonstrate knowledge of secondary master scheduling. Must demonstrate leadership qualities and personal characteristics necessary for working effectively with all categories of employees and the public. Must have the ability to make self-directed decision-making tasks and assist in planning and managing a budget. Must have effective oral and written communication skills, strong organizational and program development skills, and analytical problem-solving skills. Must have experience working with and administering learning management systems.

**EDUCATION AND EXPERIENCE**

**Required:** Master's Degree and a postgraduate professional license with an endorsement in Administration & Supervision Pre-K-12. Five (5) years of successful teaching experience with some administrative experience.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.