



**PRINCIPAL, VIRTUAL LEARNING**

**GENERAL RESPONSIBILITIES**

This position is responsible for administration and supervision of the operation and management of the VBCPS full-time virtual learning experience in partnership with Virtual Virginia (VVA).

**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 principal liaison between VVA leadership staff and students/parents of VBCPS students that are fully immersed in virtual learning through VVA.
- Lead support staff in monitoring student academic progress and providing support to students and families participating in the full-time VVA program.
- Work closely with all principals to provide support to their students participating in the full time VVA program.
- Oversee the application process, timeline, communication, and registration of students in the full-time VVA program.
- Work closely with the Senior Executive Directors and Directors in the departments of School Leadership and Teaching & Learning to support student success in VVA.
- Report student academic progress, noting plan to address concerns, to the Chief Schools Officer and Chief Academic Officer at the conclusion of 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 through VVA.
- Serve as the collaborative contact person for all support services in the full-time VVA program, to include serving the needs of students in Special Education, Gifted Programs, English Language Learners, and students with 504 plans.
- Communicate information regarding co-curricular activities at home schools; connect students to the appropriate person for his/her home school, to include activities, field trips, athletics and events.
- Monitor the VVA website and ensure information is current and accessible.
- Contribute to division curriculum evaluations, revisions, and related projects; participate in administrative meetings.
- Identify and communicate unique budget requirements.
- Interview and participate in the process for employment of staff.
- Evaluate and counsel staff members regarding their individual and group performance.
- Prepare miscellaneous requests, time sheets/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**

Comprehensive knowledge of the practices, methods and techniques used in the leadership, administration and supervision of a high school; thorough knowledge of the school division's strategic plan goal and objectives for student outcomes; thorough knowledge of prescribed school board policies and procedures; thorough knowledge of the Understanding by Design framework for curriculum and learning plans, and a thorough knowledge of a balanced assessment system. Knowledge of Microsoft Office, instructional technology, and online learning management systems. Must be skilled in oral and written communications. Must have the ability to effectively use multiple technologies for communication, job-embedded learning, data analysis, and work efficiency; to motivate others to reach their fullest potential and establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates.



**EDUCATION AND EXPERIENCE**

**Required:**

Master's Degree in education administration and considerable years of administrative and educational experience.  
Licensure as a building level principal through the Virginia Department of Education (Administration and Supervision, PreK-12 endorsement).

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order 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, reaching, and driving. Occasional standing and climbing. 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.