

COORDINATOR IV: VIRTUAL ACADEMY

DEFINITION:

Under the general direction of the Assistant Superintendent/Education Services or designee, plan, implement, supervise, coordinate and evaluate the District's Virtual Academy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

include the following. Other duties may be assigned.

- x Coordinate with Education Services, Information Technology, Education Technology and school sites to ensure online learning opportunities reflect curriculum standards and IUSD's Continuous Improvement Efforts, including the Essential Capacities.
- x Remain current with developments and trends in online programs, curriculum, and instructional practices and provide leadership in determining program direction and improvement.
- x Coach and support teachers, administrators, and other staff in implementing high quality, rigorous and engaging online courses.
- x Create and identify professional development resources to support meaningful learning and effective instruction in an online environment. Consult with the Assistant Superintendent of Human Resources and the Director of Professional Learning in the content, structure, and scheduling of professional development.
- x Identify, evaluate, create and curate online curricular resources and educational software programs as core curriculum and supplementary tools. Act as a liaison with educational software providers to advocate for IUSD needs.
- x Utilize IUSD supported systems, including adopted course management and assessment programs,

- x Knowledge of State funding allocation methods.

EDUCATION:

Master's Degree, or higher, from an accredited college or university (preferred)

LICENSES/CREDENTIAL:

- x Valid California teaching or other related Services credential.
- x California Administrative Services or other related Services credential.
- x Possession of a valid California driver's license.
- x Desired:
 - o Instructional Design and Technology Degree or equivalent
 - o Leading Edge Certificate

TRAINING AND EXPERIENCE

- x Three years of successful certificated teaching experience. (Secondary and/or Alternative Ed Preferred).
- x Three years of successful project or program management experience.

PHYSICAL DEMANDS:

- x The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- x While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.
- x Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: