

DEFINITION: **Information: 4 (p) - 4.2**

GW621SCN 03-09

DIRECTORIAL VIRTUAL ACADEMY

QUALIFICATIONS GUIDE

ABILITY TO:

- Able to apply principles and practices of alternative and/or distance education; principles of grant and proposal writing; administering a program budget; planning and managing projects; and preparing and maintaining accurate records.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective virtual and online education programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Flexibility is required to independently work with others in a wide variety of circumstances; and analyze data utilizing defined but different processes.
- Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules setting priorities; working with

Director IV: Virtual Academy - Continued