



DIRECTOR IV: VIRTUAL ACADEMY

DEFINITION:

Under the direction of the Superintendent and Assistant Superintendent of Education Services, the Director of the IUSD Virtual Academy is responsible for developing and providing academic opportunities in an on-line and/or virtual context and aligned with the instructional vision for our school district. This Director will also provide services in conformance with district and state objective including researching and proposing new alternatives targeted at promoting student achievement; serving as a resource to alternative school personnel, the Board and other departments; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinates operations within the IUSD Virtual Academy and/or programs for the purpose of improving student academic success and ensuring district objectives are achieved and resources are effectively utilized.

Designs, plans, and implements comprehensive online course and program offerings to meet needs of IUSD students, including, but not limited to:

- Alternative course schedules and sequences
 - Student support and/or intervention
 - Increasing diversity or availability of courses
 - Individualizing and/or differentiating instruction
- Collaborates with others (e.g. school personnel, district administrators, parents, students, community organizations, etc.) for the purpose of implementing and/or maintaining alternative services and/or programs.
 - Manages and evaluates a wide variety of program components for the purpose of delivering services which conform to established guidelines and regulations.
 - Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
 - Monitors projects, grants and programs for the purpose of ensuring that services comply with district, state and federal requirements.
 - Develops proposals, program improvements and grant opportunities for the purpose of meeting District goals.
 - Develops long and short-range plans/programs and annual budget for the purpose of ensuring that the district's resources are effectively utilized.
 - Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
 - Researches a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
 - Composes a wide variety of documents in written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
 - Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
 - Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

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 on-line 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 detailed information/data.

KNOWLEDGE OF:

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing virtual learning programs in California.
- Knowledge of State funding allocation methods.
- Knowledge is required to exercise leadership through the use of organizational, supervisory, and interpersonal skills; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.

EDUCATION:

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

LICENSES/CREDENTIAL:

- Valid California teaching or other related Services credential.
- California Administrative Services or other related Services credential.
- Possession of a valid California driver's license.

TRAINING AND EXPERIENCE:

- Three years of successful certificated experience and at least three years administrative experience.

PHYSICAL DEMANDS:

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. 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Generally the job requires 50% sitting, 25% walking, and 25% standing.

WORK ENVIRONMENT:

This job is performed in a typical office and classroom work environment.

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