

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – VIRTUAL LEARNING OPPORTUNITIES

GENERAL STATEMENT OF JOB

The Director of Virtual Learning Opportunities oversees the daily operation of online instruction throughout the system and will provide leadership, support, and training on an on-going basis. The Director of Virtual Learning Opportunities is instrumental in the organization and development of computer based programs used for instruction in GCS, through their role as the Director of the Saturn program, Central Office Distance Learning Advisor for the North Carolina Virtual Public Schools program (NCVPS), as well as North Carolina Learn and Earn programs: North Carolina Communities Colleges (NCCC) and UNC iSchool. The Director is also responsible for the management of other online programs currently used throughout the county for students who earn course credit online using programs such as Advanced Academics and Plato Learning. The Director of Virtual Learning Opportunities is responsible for modeling instructional strategies and providing technical support for those using computer based instruction. Working directly with curriculum specialists, the Director of Virtual Learning is also responsible for the design, programming, implementation, and maintenance of student online curriculum currently customized for credit recovery using the PLATO Learning program. The Director of Virtual Learning is responsible for the collection and analysis of data compiled from each school that uses online instruction. The Director has ongoing contact with each school's counseling department, distant learning advisor (DLA), graduation coach, and online lab instructor, and will provide the support and information needed by those individuals to successfully operate a school's online learning lab based on established guidelines.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Communicate with online curriculum consultants regarding available courseware.

Serve as curriculum consultant for online courseware used by employees.

Provide leadership and coordinate with curriculum specialists to design and implement a coherent curriculum aligned with state and national standards.

Develop strategies for using computer assisted learning for curriculum enrichment and credit recovery.

Organize and act as a facilitator in meetings with curriculum specialists to develop online courses, or to edit online course curriculum currently in use by students and staff.

Assess feedback from staff and students regarding online courseware, facilitating necessary changes to improve the product and enhance student learning.

Director – Virtual Learning Opportunities

Serve as an “Academic Coach” to provide support for teachers and students using on-line courseware.

Model instructional strategies with teachers and staff that use computer based instruction.

Facilitate the ongoing monitoring of student progress throughout the system with the online instructors and/or Distance Learning Advisors, and relay information to necessary parties.

Collaborate with the Curriculum Department in cross-functional training to build instructional capacity.

Make regular classroom visits to support instructional improvement system policies for computer based instruction.

Work with staff and school to address learning needs of those students using computerized instruction.

Oversee the daily operation of the Saturn program, providing support to staff and students as needed.

ADDITIONAL JOB FUNCTIONS

Maintains various records and statistics; creates reports to fulfill state and local requirements.

Responsible for on-going training for staff based on school needs.

Coordinates the provision of technical assistance to schools, including needed staff development. Design and set up student online groups based on school needs.

Create user manuals for students and teachers.

Assist in the collection and analysis of data needed for the purpose of planning, reporting, securing services, and making decisions.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master’s degree in Education and 6 to 9 years of experience in an educational administrative capacity; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment including computers, typewriters, copiers, calculators, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, manuals, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, speeches, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to understand and apply the principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of current Online Learning programs, courseware, curriculum, and labs.

Knowledge of the County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the North Carolina Standard Course of Study.

Skill in assisting, developing and supporting staff.

Ability to set goals and long range plans for large programs.

Ability to develop policies, procedures and standards for services offered.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory