

**TITLE****Coordinator – Virtual Learning  
Federal Funding****QUALIFICATIONS**

1. Valid Tennessee teaching license;
2. In-depth knowledge of virtual learning and instructional programs; and
3. Minimum of three (3) years of teaching experience

**JOB GOAL** To oversee virtual courses, provide communication between families and schools and track student work and grades.

**Essential Duties and Responsibilities**

1. Collaborate with Principals, Teachers, Curriculum and Instruction Supervisors, and Virtual Learning Supervisor to coordinate the implementation, success, and sustainability of full-time, online learning.
2. Collaborate with the Technology Department to ensure the technology needs of virtual school students are met including access to devices, reliable internet connections, online safety, software applications, and completion of work-order submissions.
3. Utilize virtual school application materials and oversee the application and acceptance process.
4. Identify and communicate processes for the transfer of students into or out of the virtual school.
5. Assign students to courses within the virtual school in correspondence with teacher of record.
6. Ensure that courses are designed with adequate attention to scope and sequence for mastery of standards..
7. Create informational handouts, presentations and/or videos on the virtual school experience for the purpose of orienting parents, students, and community members
8. Work with school teachers and school counselors to collect and maintain a database of virtual student progress toward meeting grade level requirements.
9. Work with school teachers and school counselors to collect and maintain a database of virtual student progress toward meeting graduation requirements and ready graduate indicators.
10. Use data to guide conversations with district staff, school administrators, counselors, teachers, and parents about student achievement and steps needed for program sustainment or improvement.
11. Monitor the effectiveness and impact of instructional practices used within a virtual environment on student learning.
12. Identify and create support systems needed to improve achievement of students enrolled in virtual school.
13. Facilitate the implementation/coordination of the state standardized testing process for virtual school students.
14. Anticipate potential problems and initiate steps to correct or solve them.
15. Keep abreast of changing legal requirements and proposed changes in areas of responsibility.
16. Perform other duties and responsibilities as deemed necessary.

## PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students and adults.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.
5. *Form Perception*: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## WORK CONDITIONS

Varying working conditions. May not always have a quiet place to work.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

Anticipating the normal work year of 200 days, but additional work days may be required.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.