

**Richland Parish School Board**  
**Job Description**

**TITLE:** Director of Virtual Learning

**MINIMUM QUALIFICATIONS:** United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

**QUALIFICATIONS:** Valid Type A/Level 2 Teaching Certificate and three years of successful teaching experience; Master's Degree preferred; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Assigned supervisor(s) and/or Superintendent

**JOB GOAL:** Ensures all Richland Parish students k-12 have access to high quality virtual learning options remotely and face-to-face.

**TERMS OF EMPLOYMENT:** 10 Month with 11th optional month

**EVALUATION:** Performance Evaluation, annually

**COMPENSATION:** Adopted RPSB Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Assume responsibility for growth in student learning in the assigned area of responsibilities.
  - a. Ensure that student growth is continuous and appropriate for all students.
  - b. Develop and meet two yearly goals which positively affect student achievement through job responsibilities
  - c. Develop and meet monthly math goals aligned to Louisiana Math Pillar(s)
2. Ensure the coordination and implementation of high-quality virtual learning options to both virtual and face-to-face students in Richland Parish
3. Manage and provides routine support to guidance counselors
4. Analyze data, identify trends, and support guidance counselors and school level virtual learning POC's support is based on data
5. Ensure all schools who have virtual learning develops, implements, and monitors interventions provided to students identified as at-risk
6. Communicate a belief in all students' abilities to become successful virtual learners
7. Ensure all Edgenuity users are complete registration, assigned correct courses, attend, and supported remotely and face-to-face
8. Serves as the Edgenuity district point of contact and support (i.e. set-up/close out, print materials, office hours, transitions, and data monitoring/follow-up)
9. Communicate regularly with district leadership team on district-wide virtual learning and WorkKeys progress
10. Director of Virtual Learning will provide direct support as assigned that may include but not limited to the following:
  - o High School Guidance Counselors

- High School Lead Instructional Coaches (all high school)
  - Supervise one school assigned by the superintendent
  - 6-12 Edgenuity Teacher Coaches
  - All school level virtual learning points of contact
11. Collaborate with the School Principal and other administrators to review, draft, examine, recommend, and implement school-level literacy and/or math plans, policies, procedures, and programs.
  12. Develop, implement, and monitor cycles of development, Leads District Timeline, and interventions (literacy and math) provided to all teachers at assigned school
  13. Ensure the coordination and implementation of the key pillars Louisiana literacy and math at assigned school(s)
  14. Analyze virtual learning data, identify trends, and support staff to adjust support based on data.
  15. Ensure assigned educators are registered, attend, and compensated for all required meetings and trainings needed.
  16. Communicate regularly with the district leadership team and school site leaders on virtual learners.
  17. Review and communicate virtual learner data regularly with district leadership team and school-level leaders.
  18. Ensure compliance with district policies, regulations, and legal requirements.
  19. Serve as an instructional leader, maintaining an instructional focus.
    - a. Become and serve as a designated observer as stated in Bulletin 130.
    - b. Serve on the district ILT team and attend district training(s).
    - c. Serve as back-up district test coordinator.
    - d. Evaluate school personnel upon request.
    - e. Develop, facilitate, and attend all applicable district coach training offered and follow-up on time-bound next steps.
    - f. Have a consistent schedule and any changes are communicated in advance, meetings are well planned, have consistent agendas, and all actions are communicated in advance.
    - g. Schedule and support is documented thoroughly on google classroom and teacher growth tracker to reflect evidence of full coaching cycles of support.
    - h. Belief in all students and adults of being capable of meeting/teaching grade-level expectations is demonstrated through words and actions.
    - i. Support the implementation of curriculum standards, instructional strategies, and assessment practices aligned with district and state guidelines.
    - j. Observe classroom instruction, provide feedback and support to teachers, and facilitate professional development opportunities to improve teaching practices.
    - k. Collaborate with the school administration team to implement a schoolwide schedule and routines that maximize instructional time and includes time to meet intervention and tutoring for identified students
    - l. Plan and prioritize schedules in order to engage in instructional leadership activities focused on implementing school-level literacy and math plans
    - m. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, school leadership planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.

- n. Rehearse, observe and give feedback to coaches who facilitate professional development activities at the school and district level.
  - o. Complete special contracts as designated by the supervisor(s), such as content leader, etc.
  - p. Analyze student achievement data and other metrics to assess school performance and identify areas for improvement.
20. Foster positive relationships with parents, guardians, and community members through effective communication and literacy/numeracy engagement strategies.
- a. Maintain yearly registration and SLBC processes for virtual learners.
  - b. Maintain district website for virtual learning
  - c. Organize and attend parent meetings, school events, and community outreach activities, e.g., Adopt-a-School.
  - d. Address parent concerns and provide information about school programs, policies, and student progress as directed by the School Principal.
  - e. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding school expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
21. Perform various administrative duties in service of effective district operation, including but not limited to the following:
- a. Oversee parent communications (e.g., newsletters, social media accounts, Remind);
  - b. Evaluate assigned staff.
  - c. Monitor teachers' planning, preparation, grading, and record-keeping, following up where necessary to ensure timely preparation and reporting of student progress;
  - d. Attend after-school literacy and/or math events as scheduled for assigned school(s), including but not limited to in-person instructional leadership teams, faculty meetings once per month and parent/family night events no more than six times per school year.
  - e. Respond to emails and phone calls from parents, school administrators, and staff in a timely manner.
  - f. Maintain an orderly physical office environment using an organizational system that is designed to support all coaches and residents with supplies, equipment, and resources accessible.
  - g. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to physical inventory management (i.e. chromebook inventories, school and district math data, and student assessment data).
22. Inform district leadership team of pertinent changes in guidelines, regulations, etc. related to areas of responsibility.
23. Act as technical advisor and resource person to assist others in area(s) of responsibility.

#### **PROFESSIONAL RESPONSIBILITIES:**

- 1. Maintain professional personal appearance and demonstrate respect for colleagues.
- 2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
- 3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- 4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- 5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.

6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district expectations, policies, and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_