

## Union Public Schools Job Description

**Position Title:** Virtual Coordinator  
**Department:** Teaching and Learning  
**Reports To:** Executive Director of Instructional Technology

**FLSA Designation:** Exempt  
**Calendar:** 12-month

**SUMMARY:** To provide leadership in the development and implementation of virtual education district-wide.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Supports district curriculum, instruction, and assessment.
- Offers instructional assistance by observing instruction, providing feedback, and consulting with teachers to develop best practices.
- Plans activities related to specific lessons and/or instruction with individuals/groups of teachers.
- Helps gather materials and finds resources to support instruction.
- Assists teachers with assessment and data-related activities, such as data collection/analysis and examination of student work.
- Models/teaches/co-teaches – models lessons/strategies or co-teaches with the classroom teacher.
- Designs and uses a variety of active teaching and learning strategies to improve student performance.
- Facilitates collaboration and professional growth for instructional personnel.
- Participates in a collaborative team with district curriculum specialists and other members of the Teaching and Learning Department.
- Assumes personal responsibility to remain current in best practices and research through independent study.
- Meets regularly with site principal(s) and direct supervisor
- Submits periodic updates to Teaching and Learning administration, site principals and direct supervisor to document progress toward meeting site/district goals.
- Demonstrates strong interpersonal skills and abilities to work as a member of a collaborative team.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.
- Monitors program progress, pace, and overall virtual program success.
- Communicates directly with parents of students on all school related issues including but not limited to test results, course assignments, graduation requirements, lesson plans, completion of daily course work, study habits, attendance, etc.
- Communicates with all vendor contacts for requests or programmatic/academic items that need escalation.
- Communicates with designated vendor teachers or supervisors for teacher concerns that require escalation.
- Coordinates placement of all students and communicate needed changes to vendor contact.
- Trains designated staff members in monitoring software, instructional software, and/or assessment software.
- Creates and manages all accounts and enrollments in the virtual program.
- Tracks license count of purchased software and notify direct supervisor of any potential overages.
- Works to be familiar with all software utilized for virtual instruction.
- Plans and coordinates student/parent orientation sessions for virtual.
- Works well with both supervisors and other members of the team.

- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree required with a minimum of three years teaching experience. Master's degree preferred. Demonstrated teacher leadership at the district and site level. Knowledge of state, district and classroom-based assessments.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Teaching Certificate.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

**MATHEMATICAL SKILLS:** Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents.

**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 stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is directly responsible for safety, well-being and work output of other people. The noise level in the work environment is moderate to loud.