

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Virtual High School Administrator Department: Instruction & Curriculum

Date: 03/09/07

Reports To: Betty Cook
Dr. BJ Worthington

Grade:

Purpose of Job: To supervise, monitor, tutor and support high school seniors completing courses utilizing an online access from inside or outside of the traditional classroom environment. The virtual courses are assigned through the Interdisciplinary Studies class code 9352, as approved by the Tennessee State Department of Education.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative:

Administrating the Virtual high School according to federal, state and local regulations set by the Board of Education.

Work with parents, principals, counselors and others to develop an educational plan for the successful graduation of high school seniors participating in the Virtual high School curriculum.

Develop, implement, and monitor an orientation process that clarifies program goals and expectations and ensures appropriate placement in the program.

Report to parents, counselors and administrators concerning student progress in the Virtual High School.

Supervise high school seniors participating in the Virtual High School Program.

Evaluate student progress toward completing courses required for high school graduation.

Submit reports, grade sheets and other data in a timely manner.

Maintain records on all Virtual High School students.

Develop and maintain Virtual high School database, charting student demographics, courses required and completion percentages.

Provide additional services to ensure students(s) progression through the Virtual High School curriculum.

Any local school system duties assigned by supervisor(s).

Performance:

Develop an educational plan and contract for each student taking a Virtual high School course.

Develop appropriate forms, reports, and databases for Virtual High School Curriculum.

Monitor progress of all students participating in the Virtual High School.

Maintain a Virtual high School database, charting student demographics, courses required and completion percentages. Report out on data to Virtual High School stakeholders.

Arrange tutoring sessions for all students participating in the Virtual High School.

Support, encourage and counsel all students participating in the Virtual High School to ensure the timely completion of required content.

Be assessable to students, parents, counselors and other partners involved with the Virtual High School program.

Prepare and submit grade sheets verifying course completion to base school, parents and students.

Participate in local and state activities designed to improve educational instruction.

Comprehend thoroughly the demographic character of the service area and the students served.

Coordinate educational courses online with base school curriculum required for high school graduation.

Follow through on local school system assignments and/or goals.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Masters Degree with one to three years of related experience required; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephones, computers, typewriters, copiers, adding machines, etc.. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand

requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

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

INTERPERSONAL COMMUNICATIONS: Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers, assistants or students.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to high school curriculum and graduation requirements. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to job of Administrator of the Virtual High School.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors, officials, administrators, parents and students: to explain procedures and policies: and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisor, general public, and officials) beyond giving and receiving instructions such as interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Administrator of the Virtual High School.

PHYSICAL COMMUNICATIONS: Requires the ability to talk and/or hear: (Talking = expressing or exchanging ideas by means of spoken words). (Hearing = perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Virtual High School Administrator. Has considerable knowledge of attendance, enrollment and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the Virtual High School. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to the Virtual High School operations and activities. Is able to effectively communicate and interact with supervisors, parents, students and members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has proficient organizational, and human relations skill. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date