

Virtual Academy Coordinator
New Hanover County Schools

Job Description

Class: Classified

Dept: School

TITLE: Virtual Academy Coordinator

QUALIFICATIONS:

1. Bachelor's degree required, preferably in a youth-services-related field from an accredited college/university.
2. Two years of computer related experience required.
3. Such alternative to the above qualifications as the Board of Education may find appropriate.

REPORTS TO: Principal

JOB GOAL: To assist in developing, implementing and facilitating strategic support structures to increase student achievement in e-learning coursework via NCVPS.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/technology issues.
2. Identify, monitor and provide service to students who are struggling to be successful in NCVPS coursework using all available resources.
3. Advocate on behalf of students in order to best meet their unique needs; assist with the design and implementation of strategies to improve student success in online learning coursework.
4. Assist in the development of district-wide curricula to support student success in online learning environments; coordinate Virtual Academy Support Team meetings.
5. Provide daily support, monitoring and feedback to students with intense support during the initial two weeks of the semester to ensure that students are able to navigate their online learning platform and communicate with their virtual instructor.
6. Utilize virtual conferencing tools to provide regular support to students scheduled outside of the NCVPS computer lab.
7. Serve as liaison between the school, virtual instructor, student and family. Establish regular communication with parents to include parent workshops, newsletters, updated link on school website.
8. Serve as a resource to counselors and E-Learning Advisors as they advise and enroll students into NCVPS courses.

9. Maintain current knowledge of technology and applications that relate to the effective support of NCVPS systems. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
10. Ensure computer and related equipment in the NCVPS computer lab is working properly; arrange for needed maintenance. Troubleshoot problems with computers and other equipment in the NCVPS computer lab; assist users with full utilization of available hardware and software.
11. Perform simple installations of computer software and hardware; maintain complete inventory of computers and related hardware in their NCVPS computer lab.
12. Perform related duties and responsibilities as requested by the principal.

The above statements describe the general nature and level of work being performed by individuals assigned this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten / Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes
- Demonstrate considerable knowledge of computers and all aspects of the Microsoft Office Professional software programs
- Ability and technical skills to retrieve and analyze student data
- Knowledge of educational resources available
- Working knowledge of software programs utilized in the school system including installation of computer hardware and software
- Ability to troubleshoot minor problems with computer equipment
- Knowledge of laws, policies, and procedures with respect to student safety, security, confidentiality and ethical practice
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job