



## **Director of DaVinci Distance Learning**

- **Represent Davinci Distance Learning, Be the public Face of the school, attend functions as requested.**
- **Facilitate the day-to-day operational success of the school  
Conceptualize the broad goals of the school.**
- **Plan and implement school wide practices that achieve broad goals Maintain an educational philosophy that support school goals.**
- **Create and continue to evaluate, critique, and reassess all school programs, policy and procedures.**
- **Coordinate and construct a Timeline for all school related functions, including site management, curriculum purchase, and reporting deadline for upcoming school year Resolve issues as they arise.**
  
- **Hiring, train, motivate and oversee all staff, including Educational Specialist and Teacher Aides**
- **Hold accountable all staff, parents and students to all policies and procedures Complete formal evaluation of all staff on an annual and as needed basis Attend Administration meetings and other committee meetings as assigned.**
  
- **Market, develop, and source families for the distance learning program.**
- **Managing all formal communication with families, including social media and individual off site Facebook pages**
- **Oversee the origination and set up of on and off-site learning facilities. Orient, identify, and asses the needs of the families and students Prompt and foster a sense of community among staff and families.**
  
- **Plan, organize and structure state compliance and record keeping procedures and practices.**
- **Create and maintain curriculum comparison for onsite elective course work and purchased curriculum.**
- **Compile and report student progress - includes attendance and curriculum compliance. Implement ongoing evaluation tools for student progress.**
- **Continue to be state compliant - ongoing evaluation of all students.**
  
- **Research, develop, create supplements, and approve all curriculum for distance learning. Review and authorize all curriculum and supply orders.**



COMMUNICATION • COLLABORATION • CITIZENSHIP • CONTEMPLATION • CREATIVITY • COMPETITION • CURIOSITY • COMPASSION • CONSERVATION

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- **Create and structure a Resource Library for family use Structure and maintain budget for Distance Learning**

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