

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

PROGRAM MANAGER (ONLINE LEARNING)

POSITION: Program Manager (Online Learning)

REPORTS TO: Principal

LOCATION: Great Mills High School

NATURE OF WORK:

Reporting to the Great Mills High School Principal and working in collaboration with the Edgenuity Learning teachers, the Online Learning Program Manager is responsible for all aspects of managing and mentoring students in the Edgenuity Learning digital curriculum, demonstrating creativity and flexibility, and carrying out the responsibilities of the position as defined below.

ESSENTIAL FUNCTIONS:

- Manage the progression of students in the Edgenuity Learning system in collaboration with the Online Learning teachers, counselors, and building principal throughout the year;
- Educate students and community stakeholders about the online educational opportunities available;
- Coordinate teachers' development of targeted modules for recovery in the Edgenuity Learning system; and
- Generate monthly data reports for public release.

DUTIES AND RESPONSIBILITIES:

- Develop and manage positive relationships with students, schools, and other community-based organizations;
- Build strong working relationships with all Online Learning teachers, principals, and central office staff, specifically those in the Department of Assessment and Accountability (DAA);
- Manage the operation of the Edgenuity Learning system as well as offerings from the Maryland Virtual Learning Opportunities (MVLO);
- Manage and support student grade recordation for completed coursework with school-based staff;
- Work closely with the counseling staff and the administrative team to identify struggling students and coordinate interventions to students not meeting graduation requirements to include testing and credit recovery;
- Coordinate regular meetings with school-based staff and DAA to ensure continuity of implementation;
- Communicate weekly with student, parent(s), and/or guardians regarding student progress on coursework;
- Complete and submit required program reports; and
- Complete other duties and activities as needed.

QUALIFICATIONS:

- Bachelor's degree or higher with an emphasis in education, social work, psychology, and/or counseling; and
- Experience working in racially, ethnically, and socioeconomically diverse communities is preferred.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 21.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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