

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

North Kitsap Online Academy Program Director

Purpose of the Job

To provide oversight to North Kitsap Online Academy in the North Kitsap School District.

Essential Job Functions

1. Understands how to market and communicate educational benefits of the fully online K12 program.
2. Uses online tools to monitor and assess staff and student progress and provide regular feedback.
3. Act as liaison between the Online program and the district schools, counselors, principals, teachers, online contractors and district level administrators who look to online learning as a learning option for students.
4. Act as the district's point of contact for contractors who provide courseware and online teachers.
5. Oversee the provision and delivery of orientations for each student in the program.
6. Oversee the monitoring of weekly and monthly progress for students enrolled.
7. Insure two-way communication occurs monthly with all online students regarding the adequacy of their progress in online classes.
8. Ensures that the school is meeting the needs of students while complying with local, state, and federal laws regarding special education and other categorical programs (such as Title I, LAP, CTE)
9. Prepare reports for the state as required for online education and the alternative learning experience requirements.
10. Insure that all students in online programs are properly enrolled and accounted for in the district's student information system, Skyward, to include posting of historical grades.
11. Supervise, manage, monitor and maintain the entire enrollment and withdrawal processes for full-time online students.
12. Develop marketing materials for the district's program for the web, print media and public forums.
13. Provide pertinent information to the parents and the community as requested.
14. Maintain regular weekly office hours to work with students, staff and counselors at two high schools.
15. Other duties as assigned

Qualifications:

Education & Experience:

1. Successful teaching experience.
2. Prefer administrative experience.
3. Prefer experience providing academic guidance counseling.
4. Some experience working with special needs students preferred.

Knowledge, Skills & Abilities:

1. Strong communication skills are essential.
2. Willingness to continue to learn and grow.
3. Knowledge of state laws regarding online learning and Alternative Learning Experiences preferred.
4. Uses assessment to adapt curriculum and instruction so that each student experiences success.
5. Contributes unique talents to work collaboratively for the benefit of the entire district community.

6. Demonstrates a love of learning that translates into high expectations for self and each student.
7. Embraces diversity and values the contributions of each individual.
8. Exhibits a passion for working with students and staff.
9. Uses technology to enhance student learning and to communicate with parents, colleagues and staff.
10. Understands and can provide for the academic guidance counseling for high school students.
11. Has gone well beyond the basic use of technology and knows how to leverage technical expertise to continuously improve learning options and opportunities for students.

Licenses, Certificates & Special Requirements:

1. Valid Washington State Administrator Certificate.

Reporting Relationship:

Reports to Director of Teaching and Learning or Designee

Union Affiliation:

NKSAA

FLSA Status:

Wage Range:

TBD

Job History:

Created: 7/9/2020

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice