

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: VIRTUAL ONLINE LEARNING DATA SPECIALIST**

**QUALIFICATIONS:**

1. Experience in data models and reporting packages
2. Ability to gather and prepare data to be analyzed
3. Ability to use standard office machines, equipment and computers
4. Computer skills - Microsoft Office and/or Google, Adobe Suite
5. Ability to write comprehensive reports
6. Strong verbal and written communication skills and organizational skills
7. An analytical mind and inclination for problem-solving
8. Attention to detail
9. Ability to effectively work with all school personnel
10. Education – Bachelor's Degree or experience in related field

**REPORTS TO:** Assistant Superintendent of Learning

**JOB GOAL:**To support the virtual learning environment and student achievement by collecting, organizing, and coordinating the district and student virtual data.

**PERFORMANCE RESPONSIBILITIES:**

1. Query databases and create reports from a variety of sources
2. Design reports and develops database formats
3. Perform validation on all reports to assure accuracy
4. Review monthly invoicing for virtual online learning
5. Respond to billing questions with vendors
6. Follow up with student online accounts and verify information for billing
7. Coordinate parent, student, and district meetings
8. Answer parent phone calls related to virtual online learning
9. Assist with public relations with parents, community, school districts, and vendors
10. Demonstrate an awareness of school and community relationships by projecting a positive image to the community, state school districts, parents, and staff members
11. Liaison between school counselors and virtual learning
12. Communicate virtual learning policies and procedures to parents, students, and staff members
13. Liaison between MOCAP vendors and school district
14. Knowledge of emerging technologies necessary to perform job duties in an efficient, organized, and timely manner
15. Understand educational law and school board policies as it relates to virtual learning
16. Monitor student progress and communicate the progress to appropriate district personnel and parents
17. Assist in developing a strategic plan for implementing, maintaining, communicating, updating, and extending the school district's virtual learning program
18. Assist administrators in the production of all program evaluation reports, provide technical assistance and feedback regarding district online policies, practices and processes and to analyze, interpret, synthesize and communicate data and create reports according to set deadlines.
19. Performs other duties as assigned.

**PHYSICAL DEMANDS:** Be able to sit & use a computer for long periods of time

**TERMS OF EMPLOYMENT:** 12 months as per School Board Policy GDBDA

**TYPE OF POSITION:** Exempt

**EVALUATION:** Evaluated Annually by Assistant Superintendent of Learning

**APPROVED BY SCHOOL BOARD:** PENDING