

14. Supervise the maintenance of the cyber service data base, preparation of reports, records, lists, all other paperwork required or appropriate to the cyber service program administration, attendance and reporting of student progress.
15. Develop and monitor budgets based on programs/service priorities and financial capabilities.
16. Keep abreast of developments in Kindergarten-12 school curriculum and instruction and provide leadership in determining the appropriateness of incorporating recent developments/trends into the cyber service program.
17. Provide for adequate inventories of property and for the security and accounting of that property.
18. Maintain vendor contracts and school district partnerships.
19. Collaborate with the Pennsylvania Department of Education to provide state approved courses.
20. Work with the NCAA for course approval.
21. Coordinate student personnel services including maintenance of discipline, monitoring of attendance, preparation of handbooks, supervision of student scheduling, providing assistance in guidance and counseling activities and collaborating with district administration in meeting the needs of students.
22. Evaluate appropriate support personnel according to policy established by the Board of Directors.
23. Communicate clearly, concisely and effectively, orally and in writing, with the administrative staff, professional and support staff, students, parents and community.
24. Upon request, formulate questions and gather information via and/or paper survey for dissemination to superintendents to aid in long and short-term decision making.
25. Gather, analyze, and disseminate data to school administrators annually or as needed (i.e. staffing rations, cost comparisons, tuition rates).
26. Collect and disseminate for superintendents information concerning current status of ongoing negotiations.
27. Perform other related duties as assigned by the Director of Curriculum, Instruction and Assessment.

QUALIFICATIONS :

- Master's degree required
- Administrative certification required
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Must have valid driver's license

- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)