



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Director of Virtual Learning & Instruction

(Approved: 7/23/20)

Qualifications:

1. Master's Degree from accredited college or university;
2. New Jersey Teaching Certificate;
3. New Jersey Principal Certificate – N.J.S.A. 26-2; N.J.A.C. 6:11-10.8;
4. A minimum of three years teaching experience;
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Scope of Responsibility:

Leads the District's efforts regarding the integration of technology into the school environment, both instruction and support services, in collaboration with school leaders and faculty/staff.

Reports to:

Superintendent

Performance Responsibilities:

1. Leads the planning and development of alternative virtual academic and support programs for students such as home instruction, hybrid learning, school support services, and alternative educational programs.
2. Promote the creation of high-quality student experiences by collaborating with faculty/staff and leadership to integrate best practices in virtual course design, virtual pedagogy and technology adoption into core programs.
3. Collaborate with the Chief Academic Officer, Chief Technology Officer, Principals, and other program and department supervisors to support and train faculty/staff and program development (e.g., design, implementation and assessment of pedagogical workshops; synchronous and asynchronous training sessions; individualized one-on-one support and nurturing of tech-assisted pedagogies).
4. Oversee the District's learning management system (LMS) and provide key information, updates, and recommendations regarding the system.
5. Investigate, pilot and/or recommend new technology solutions to support student learning and support services as well as faculty/staff development .
6. Evaluate faculty/staff performance and provide feedback through classroom visitations, written reports, conferences, and annual Professional Development Plans.
7. Responsible for developing and overseeing faculty development related to virtual learning program(s).
8. Given the rapidly changing world of educational technology, the Director of Virtual Learning & Instruction is encouraged to continuously engage in professional learning to keep apprised of activities and trends in educational virtual programing through attendance at meetings, workshops, clinics, and membership in professional associations.
9. Collaborate with academic departments and external agencies (business, governments and industry) to identify and provide quality virtual education/learning opportunities.
10. Collaborates with Chief Academic Officer, Chief Technology Officer, Principals, and other program and department supervisors in budget development and budget implementation oversight.



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11. Coordinates with school counselors to manage enrollment strategies and course offerings for credit and non-credit courses.
 12. Lead the Educational Technology Committee and be responsible for writing and updating the District's Technology Plan in collaboration with the Chief Academic Officer and Chief Technology Officer.
 13. Supervise virtual technology staff/coaches.
 14. Perform other related duties as may be assigned by the Superintendent.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Program Supervisor
Pay Grade/Compensation Structure:	G04
Evaluation:	In accordance with Board policy