

Approved  
6-22-20

# SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

## Virtual Education Facilitator

### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited college or university.
- (2) Valid teaching certificate.
- (3) Valid Florida Driver's License.
- (4) Minimum of three years (3) classroom experience in an educational setting, or experience in a related field.
- (5) Computer proficiency.
- (6) Satisfactory criminal background check and drug screening.

### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with others, individually, or in a team environment. Detail-oriented and self-motivated with the ability to make decisions and complete projects and tasks within deadlines. Possesses strong communication skills in oral, written, and electronic mediums. Ability to manage a complex workload, prioritize tasks, and use good judgment in providing services based on goals. Ability to demonstrate enthusiasm, job tolerance, initiative, and a strong work ethic. Knowledge of online, blended, and traditional curricula at all levels, K-12. Possesses technical knowledge and skills to effectively interface with multiple operating systems, enter and extract data, analyze and process information. Ability to work effectively with curriculum providers and online instructors in assuring compliance with statutory and board requirements. Working knowledge of Microsoft Word, Excel, and PowerPoint.

### REPORTS TO:

Assistant Superintendent

### JOB GOAL:

To create, manage, and maintain a positive and meaningful virtual school environment, providing students, parents, instructors, and district staff with the full benefits of the programs, services, and opportunities offered through various virtual instruction programs.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Provide leadership for and coordination of the overall activities of assessing, developing, providing, and implementing virtual instruction programs.
- (2) Coordinate the development and negotiation of contracts with curriculum providers and turnkey providers.
- (3) Develop, coordinate, and maintain effective marketing of public relations strategies.
- (4) Coordinate the enrollment, selection of curricula, materials, and equipment needed for virtual instruction programs.
- (5) Provide technical support and training to all stakeholders who interface with various learning management systems.
- (6) Maintain virtual instruction program website with accurate and relevant information necessary to support the virtual instruction programs.
- (7) Provide outstanding customer service and use of positive interpersonal communication skills.
- (8) Work and communicate effectively, both orally and in writing, with online instructors, parents, school-based personnel, district personnel, state and local agencies, and other professionals on a consistent basis.
- (9) Work and communicate effectively with school leadership teams, administration, state and local agencies and other appropriate persons.
- (10) Assist with other projects by providing services as part of a collaborative effort when needed.
- (11) Respond to inquiries and concerns in a timely and efficient manner.
- (12) Promote collaborative efforts among staff to focus outcomes on the unified direction of assisting students and parents to increase the level of student achievement through online learning.
- (13) Maintain a network of peer contacts. Maintain a working relationship with all appropriate governmental agencies.
- (14) Make site visits to other districts and schools when necessary.
- (15) Use effective communication strategies to interact with a variety of audiences. Keep supervisor informed of potential problems or unusual events.

- (16) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, trends, and legal issues.
- (17) Promote and support the professional growth of self and others.
- (18) Assist in planning, coordinating, implementing, and evaluating online learning, consistent with established project objectives and activities.
- (19) Work cooperatively with school and district staff, and become actively involved in the total effort to bring about quality education for students through the use of distance learning.
- (20) Assist with accurate and appropriate record keeping for continuous accountability and documentation of virtual instruction programs.
- (21) Assist in the preparing, reporting and future projections of budgetary requirements.
- (22) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- (23) Consistently represent the district in a positive and professional manner.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.
- (25) Anticipate potential problems, and develop processes or procedures to prevent or address them.
- (26) Exhibit a positive and flexible attitude.
- (27) Foster and develop a professional image.
- (28) Promote a passion for learning and growing.
- (29) Complete professional development activities as appropriate.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the school district's approved compensation plan. Length of the work year and hours of employment shall be those established by the school district. 196 days. 7.5 hours per day.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for teachers.

**JOB DESCRIPTION SUPPLEMENT: 3****SALARY SCHEDULE:**

Instructional Pay Schedule