

LYON COUNTY SCHOOL DISTRICT

LyOnline Administrator

Job Group: Administration - Licensed

Classification: Certified

Terms of Employment: 10 Months

LyOnline 210 Days

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Licensed Administrator Employee Salary Schedule.

POSITION SUMMARY:

This position functions to assist the district on all assigned activities of LyOnline. Under the supervision of the Executive Director of Educational Services, supervise instruction in assigned subjects; supervise selected extracurricular activities; provide individual assistance to students with academic or behavioral problems; and perform related work, as required. This position is directly responsible to the Executive Director of Educational Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assist in implementing the identified goals of the Lyon County School District and the LyOnline Program.
2. Supervise and evaluate staff, curriculum, and programs, as assigned.
3. Select, assign, supervise and evaluate staff; provide appropriate staff development activities to ensure job effectiveness.
4. Serve as the gatekeeper for the online platform used by the district.
5. Represent LyOnline in interpreting the District's educational program to the community.
6. Plan, organize and utilize resources for the development and implementation of the District and State Curriculum.
7. Counsel with students, parents, and teachers when an individual student's academic and behavioral problems are involved.
8. Establish an effective system for communicating school matters to staff, students, parents, and the community.
9. Instructs students in coursework and scores work as needed as a member of the staff, ensuring all students have the ability to maintain success and meet graduation requirements.
10. Maintain effective relationships with representatives of law enforcement and social welfare agencies and comply with legal and regulatory requirements of the various governmental agencies.
11. Supervise assigned aspects of the program, including initial meetings, scheduling, enrollments and withdrawals, IEP's, update student progress to "brick and mortar" schools, Alternative Education Diplomas, standardized testing, remediation, social activities, etc.
12. Supervise certain school auxiliary services, which may include SEL programs, library services, audiovisual supplies, instructional materials, and technology.
13. Assist in supervising the preparation of such school communications as parent newsletters, bulletins, handbooks, and fliers, providing support for families/family engagement.
14. Develop an atmosphere of respect, interest, and enthusiasm within the program.
15. Ability to appropriately handle stress and communicate openly and effectively with students, community, staff, and administration.
16. Stay informed of new information, innovative ideas, and techniques.
17. Adhere to all district health and safety policies.

18. Regular and consistent punctuality and attendance are essential functions of the job.
19. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to direct the management activities associated with the position of an administrator .
2. Ability to communicate clearly both orally and in writing.
3. Ability to assist with the administration of a school in conformity with Board of School Trustees policy and administrative regulations.
4. Ability to utilize and promote participatory management techniques.
5. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
6. Capacity to lead, direct, and supervise assigned staff on a democratic basis, including sensitivity to what is appropriate in dealing with students, teachers, administrators, and the public.
7. Evidence of educational leadership at the school level, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
8. Understanding and sensitivity to the needs of the various cultural and ethnic groups in the community and to the needs of students and staff with handicapping conditions.
9. Awareness of community needs and problems, personalities, and organizations and the relationship of these to the educational program.

POSITION REQUIREMENTS:

Education and Training: Master's Degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Have previously demonstrated at least three (3) years of successful licensed teaching experience and at least one (1) year preferred as a contracted school-site administrator in an accredited K-12 public or private school.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the

employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/ CRT		X		
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				

Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day	X			
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____