

Distance Learning Coordinator

- g. Provides first level technical assistance for issues that occur with devices or software;
- h. Provides required training/orientation for BSSD distance learning students;
- i. Monitors student (full-time, part-time, credit recovery, or enrichment) progress, attendance, and grades on a daily basis;
- j. Supervises students who may be in attendance face-to-face for support and remediation opportunities;
- k. Serves as a point of contact with the Capital Area Intermediate Unit regarding all student and course issues;
- l. Serves as a point of contact with all BSSD distance learning course vendors (Edison, Odysseyware, etc.) regarding all student and course issues;
- m. Serves as the point of contact for all cyber teachers to address student and grade concerns;
- n. Determines when students need to be present for assistance and then contacts individual students to attend recovery classwork time;
- o. Advises students who are failing and have been called back into the brick and mortar school building and reviews what is needed to improve the grade(s), such as lessons to redo and/or what needs to be completed to get back on pace;
- p. Coordinates grade reporting for distance learning students with building principals, Director of Athletics and Activities, and counselors;
- q. Meets with students and parents, as needed, when questions or concerns that arise within the BSSD distance learning program;
- r. Responds to emails and phone calls, sends emails to maintain the BSSD distance learning program's good standing both internally and externally, and keeps parents/students current with course progress deadlines;
- s. Informs students and parents of all pertinent assessment schedules: PSSA testing, Keystone testing, AP testing, and senior information;
- t. Works collaboratively with Student Services department to coordinate IEP case managers and IEP students' meetings;
- u. Assist in verifying all cyber quarterly invoices for accuracy as needed;
- v. In conjunction with the Director of Curriculum and Instruction, front office staffs, and school counselors, the Distance Learning Coordinator will enact a plan to contact all parents/students withdrawing from BSSD who are planning to enroll in an out-of-district cyber program to discuss the benefits of the BSSD distance learning program, thus keeping our students as Bulldogs;
- w. Assist in actively recruiting outside cyber students back into the Big Spring Cyber program and contacting these families of outside cybers students to share the benefits and advantages of the District' cyber program;
- x. Assist with gathering feedback on the District's cyber program from students and families; and
- y. Assist with other district program and database duties as requested.

MISCELLANEOUS RESPONSIBILITIES

- a. Perform other duties as directed by the Director of Curriculum and Instruction and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.

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- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.