**Virtual Special Programs Supervisor**

 **Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Chief Academic Officer  **Paygrade:** P4

**Dept/Campus:** Instructional Services **Date Revised:** June 2022

**Wage/Hour Status:** Exempt

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Oversee special program operations for the virtual school, ensuring compliance with State, Federal and district policies, and effective operation of all campus activities. Provide support to the district in marketing efforts for virtual and brick-and-mortar campuses.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s Degree Educational Administration or related field

Texas Principal Certification preferred

Certified Texas TTESS appraiser

**Special Knowledge/Skills:**

Working knowledge of State and Federal guidelines for Special Programs

Ability to evaluate required documentation, timelines and requirements for all State and Federal Programs

Ability to implement policy and procedures

Ability to interpret policy, procedures, and data

Excellent organizational, communication, public relations, and interpersonal skills

**Experience:**

 Two years experience as a classroom teacher

 Two years experience in instructional leadership roles

 Two years experience in campus leadership

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
2. Solicit regular input from the campus-level committee about planning, operation, supervision, and evaluation of campus education programs. Include students and community representatives when appropriate.
3. Ensure instructional leaders identify, monitor, and provide service to students who are struggling to be successful in coursework using all available resources.
4. Advocate on behalf of students in order to best meet their unique needs; assist with the design and implementation of strategies to improve student success in online learning coursework.
5. Ensure instructional leaders are providing daily support, monitoring, and feedback to students with intense support during the initial two weeks of the semester to ensure that students are able to navigate their online leaning platform and communicate with their virtual instructor.
6. Ensure instructional leaders utilize virtual conferencing tools to provide regular support to virtual students.
7. Maintain current knowledge of technology and applications that relate to the effective support of virtual learning systems.
8. Track progress, pacing, and completion rates of students enrolled in TISD virtual schools to ensure targets are met.
9. Work with service provider team to build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure the attainment of the school’s mission.
10. Work with service provider team to establish campus performance objectives for Texas Assessment Performance Reporting using the campus planning process. Demonstrate campus progress using results to promote school improvement.
11. Provide opportunities for interactive communication with all stakeholders.
12. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
13. Identify, analyze, and apply research-based practices to promote school improvement.
14. Comply with district policies, state and federal laws, and regulations affecting schools.
15. Support District and service provider marketing efforts.
16. Compile, maintain, and file all reports, records, and other documents required for District, State and/or Federal submission. Manage student records retention according to Texas Library Commission Standards.
17. Monitor that all District required enrollment processes, paperwork, and submissions are complete and that families are in compliance with Texas Statutes.
18. Monitor the implementation/coordination of the state standardized testing process for virtual school students.
19. Work with service provider team to ensure the recommendation, identification, and delivery of special program services (GT/Special Education/504 Program/ESL/etc.) to enrolled students as mandated by District, State, and Federal guidelines.
20. Monitor certification and assignment of all personnel assigned to virtual campus.
21. Develop professional skills appropriate to job assignment.
22. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus and District staff.
23. Articulate the school’s mission to the community and solicit its support in realizing the mission.
24. Demonstrate awareness of all stakeholder needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, multi-line telephone system, and other modern office equipment.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental/Physical Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate campus functions; maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer service. Occasional district and statewide travel; frequent prolonged and irregular hours; ability to lift and carry 50lb. While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facility. Duties also include moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date