

**Job Title:** Director of Online Learning  
**Department:** Online Learning  
**Reports To:** Assistant Superintendent, Secondary Education  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 06



## **SUMMARY**

The Director of Online Learning is responsible for planning, monitoring, and directing online learning and support services to include coordinating curriculum and instruction, managing learning and development for teachers, administrators, delivery models, and advising appropriate administrators on associated needs and issues. The Director also assists in the development and monitoring of identified budgets, formulation of both short-term and long-range plans and strategies, guiding of policy development and program service design, coordinating service implementation, and ensuring compliance with state and federal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

### **Curriculum, Learning, & Development**

- Assists principals in the planning and execution of district wide online educational goals and programs to include curriculum review and development for all grade levels and for the implementation and management of associated Professional Learning Communities (PLC's) and Comprehensive School Improvement Plans (CSIP's).
- Facilitates and organizes training for administrators.
- Collaborates and coordinates with all departments as it relates to online programs.
- Develops and implements promotional materials, media campaigns, and school educational strategies to deliver online education curriculum.
- Participates in the evaluation of instruction methods and programs, and recommends such changes and improvements as needed. Integrates instructional programs among District schools and articulates curricula between programs.
- Provides guidance in the selection and use of available curriculum and other teaching materials and delivery methods. Works with teachers in the preparation of curriculum and materials.
- Supervises the development of related in-service programs.

### **Management, Operations, & Compliance**

- Prepares budget, monitors expenditures, and solicits funds to provide financial support for programs.
- Administers the preparation of reports for federal, state, and local regulatory agencies to

include enrollment reports and projections.

- Ensures compliance with state/federal regulations and other agencies governing online educational programs and services within the assigned area of responsibility.
- Assists in determining staff allocations and hiring needs for positions.
- Contracts with agencies or online service providers for needed services.

### **Student Assessment & Program Evaluation**

- Evaluates student assessment results and submits recommendations to administrators, instruction specialists, teachers, and staff as appropriate.
- Coordinates the implementation of state programs for compensatory and remedial students and for at-risk students within the online educational environment.
- Evaluates assigned programs to ensure that objectives for student education are met.
- Initiates and maintains effective liaison with state, other school districts to keep abreast of new educational developments and ideas.

### **SUPERVISORY RESPONSIBILITIES**

This position has district-wide supervisory responsibility over online programs with direct supervisory oversight of the Utah Online School program and secondary oversight of in school online programs for the purpose of carrying out objectives within areas of responsibility to meet the educational needs of students. Effectively evaluates assigned personnel according the WCSD policy.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to understand and apply District, State, and Federal laws, rules, and regulations.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to

troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Master's degree in job-related field or equivalent, with a minimum of three years in educational administration or job related experience. Background experience in building level administration is beneficial, although not required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

This position requires a Level 2 Utah Administrative/Supervisory (K-12) License.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *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 may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Executive Director, Human Resources</b>		Date: <b>4/25/2019</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>4/25/2019</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	