

Job Title: Online Program Coordinator I
Department: Online Program
Reports To: Director of Online Learning
FLSA Status: Exempt
Salary Schedule: AA lane 01



SUMMARY

Online Program Coordinator provides support to the Utah Online Program teachers and support staff, in the implementation of effective instructional practices to ensure high academic achievement for all students.

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.*

Works with the school administrators to organize, manage, and evaluate the school program.

Coordinates with the staff to develop the student enrollment process.

Works with curriculum vendors to develop a working program for the online school.

Promotes students and enrolls students in new courses.

Withdraws students from the online program. Sends correspondence to school districts, letting them know of a student's withdrawal.

Supervises general online school activities.

Actively participates in the recommendation process of new teachers and staff.

Coordinates with online program administrators to conduct educator observations.

Researches different curriculum to replace or enhance the online school.

Evaluates curriculum content.

Promotes a positive school culture.

Maintains effective communication channels in order to keep staff, students, and parents properly informed.

Coordinates and supports training for new mentors. Supports on-going training for program mentors.

Assists in selecting course offerings for the upcoming year. Sets up the SIS yearly with course offerings and teachers.

Submits current items to IT support to keep the website updated.

Troubleshoots LMS or SIS issues with curriculum vendors.

Attends Community Council and District meetings.

Attends IEPs.

Facilitates student testing.

Provides data and reports as necessary.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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 read, write, and communicate effectively in English at a level required for successful job performance. Demonstrates appropriate organizational, communication, and people skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board. Ability to work effectively with a myriad of teachers, administrators, parents, and various outside groups. Acknowledges and utilizes the skills and expertise of others; maintains a high expectation for self and others. Must be a self-initiated learner while sustaining a high energy level, demonstrating professionalism, and maintaining credibility.

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 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

A Master's Degree from an accredited college or university with a minimum of 5 years' teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Professional Level Utah Teaching 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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet.

Prepared By: Director of Online Learning		Date: 11/11/2020
Approved By: Assistant Director, Human Resources		Date: 11/23/2020
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Director of Online Learning	Date: 12/14/2023
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:

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:	