

Williams Bay School District

Position Title: Coordinator of Online Learning: Credit Recovery and Online Curriculum

Reports to: Middle/High School Principal and Student Services Personnel

Job Goal:

To assist in developing, implementing, and facilitating strategic support structures to increase student achievement.

Required Qualifications:

- Teaching certificate or multiple years working with students in a school setting.
- The ability to maintain confidence about privileged information of clientele.
- Ability to work with and communicate effectively with students, parents, staff, and on-line learning platforms.
- Ability to function independently with a moderate degree of supervision.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Expectations:

- Strong human relation skills
- Ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes
- Ability and technical skills to retrieve and analyze student data
- Knowledge of educational resources available

General Responsibilities:

- Serve as primary contact for the enrollment of all virtual and credit recovery students (4K-12)

- Identify, monitor, and provide service to students who are taking Virtual School coursework using all available resources.
- Identify, monitor, and provide service to students who are struggling to be successful in virtual coursework and credit recovery courses.
- Advocate on behalf of students to best meet their unique needs; assist with the design and implementation of strategies to improve student success in online learning coursework.
- Monitor and support students participating in credit recovery courses. Provide academic support, instruction, and support as needed to ensure the academic success of these students.
- Provide daily support, monitoring, and feedback to students with intense support during the initial two weeks of the semester to ensure that students can navigate their online learning platform and communicate with their virtual instructor.
- Utilize virtual conferencing tools to provide regular support to students
- Serve as liaison between the school, virtual instructor, student, and family.
- Establish regular communication with parents to include newsletters and updated links on the school website.
- Serve as a resource to counselors as they advise and enroll students into Virtual School courses.
- Maintain current knowledge of technology and applications that relate to the effective support of Virtual School systems.
- Perform related duties and responsibilities as requested by the principal.

The above statements describe the general nature and level of work being performed by individuals assigned this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment:

At will employee. Compensation and employment responsibilities to be arranged by the District Administrator for support staff and as determined by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually following provisions of the Board of Education's policy on evaluation of support personnel.

APPROVED: February 22, 2021