

COMANCHE ACADEMY

JOB DESCRIPTION

JOB TITLE: Virtual Learning Support Director

REPORTS TO: Superintendent / Principal

About Comanche Academy

Comanche Academy (CA) will utilize a dual-language instructional format and is a place-based elementary school where the Comanche (Numunu) culture, language, and history are the foundation of an experiential curriculum. Using both English and Comanche to instruct students in all core content areas, students will develop high levels of bilingualism and biliteracy, and an understanding of Comanche culture. CA employees are a critical part in providing powerful new options for the way children are educated. In CA's inaugural school year 2021-2022, CA will serve a total of 120 students in grades PreK-1st and grow one grade each year.

Virtual Learning Support Program

Salary Schedule: To Be Negotiated

Daily Work Hours: Vary

JOB GOAL: Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth and for organizing and implementing an instructional program that results in students achieving academic success. This is a 10 month position.

REQUIRED QUALIFICATIONS: Masters degree from an accredited institution and a valid teachers certificate preferred.

QUALIFICATIONS:

- Must pass a criminal background check
- Must possess a technical knowledge of virtual education and the ability to troubleshoot technical issues.
- Must possess an employment history working with students as an instructor.
- Must be able to communicate effectively what school districts.
- Must possess a knowledge of school standards.

Responsibilities

- Assists students in obtaining necessary supplies for participation in the program
- Troubleshoots technical problems and seeks technical assistance as needed.

- Knowledge of curriculum and instructional best practices for online learning
- Demonstrate operational knowledge of Internet and Web-related technologies
- Works collaboratively with the online Tutors to create an orderly environment that promotes learning.
- Monitors teachers to ensure daily contact with assigned students.
- Ensures students to stay on pace and seek assistance as needed
- Monitors the progress of students.
- Communicates with the online teacher as needed regarding student progress.
- Communicates with the virtual education vendor effectively.
- Communicates with parents of students to keep them informed of student progress.
- Provides an orientation for all first-time students so that they understand the expectations of the program and the school along with student and parent information and support sessions.
- Participates and leads ongoing, regular staff, team, and individual professional development as needed. Tracks and assesses student academic progress and progression
- Supports students with special needs.
- Operates a variety of equipment including computers, copiers, and other office systems.
- Performs other duties deemed appropriate and assigned by the Superintendent and/or immediate supervisor(s).

Planning

- Ability to establish and maintain cooperative working relationships with students, parents, and schools
- Demonstrate effective data-based problem solving skills
- Assist in designing the Virtual Learning Support Program so that it is consistent with the home school programs
- Develop, implement, and evaluate the Virtual Instruction Program's curriculum, and schedule.
- Compares, interprets, analyzes, and generates data and applies basic principles of statistics.
- Participates and leads ongoing, regular staff, team, and individual professional development as needed. Tracks and assesses student academic progress and progression
- Works collaboratively with the online Tutors to create an orderly environment that promotes learning.

Monitoring and Reporting

- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
- Maintains effective and efficient record keeping procedures
- Complete appropriate reports for local, state, federal and educational agencies
- Use formative and summative assessments in order to differentiate and improve instructional practices and strategies
- Evaluate student performance on a regular basis and providing feedback to students and parents
- Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
- Ensure that each student enrolled in the Instruction Program has accurate, up-to-date records
- Meet program expectations for progress monitoring and parent/student communication
- Maintain records of parent and student contact

Compensation & Benefits

CA offers competitive salaries commensurate with experience and a comprehensive benefits package. CA is a 501(c)(3) organization and is an Equal Opportunity Employer.

Contact & Timeline

Candidates are encouraged to reach out to Superintendent/Principal Mike Figueoa for information on this role prior to applying, she can be reached at: fighouse@aol.com. To apply for consideration, please email a cover letter and resume to fighouse@aol.com. Applications will be reviewed on a rolling basis until the position is filled. Closing Date is September 4, 2020, 5:00 pm CST.