

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Virtual School Chairperson
IMMEDIATE SUPERVISOR: Assistant Superintendent of Curriculum and Instruction
FLSA STATUS: Exempt
EMPLOYMENT TERM: Stipend
SALARY: \$3500.00
EVALUATION: Performance in this position will be evaluated by the Assistant Superintendent Curriculum and Instruction

PERFORMANCE RESPONSIBILITIES: *(In accordance with WV Code §18A-2-9)*

- Licensed & certified in grades 6th-8th
- Proficient in Microsoft products and Office 365
- Knowledgeable of Learning Focused Strategies
- Complete training in vendor specific virtual school program (currently Odyssey Ware)
- Enter virtual school grades into Live-Grades
- Provide a minimum of 2 weekly tutoring session times at the Adult Education facility with students being required to attend at least 1 time per week.
- Track and report attendance for virtual school program students
- Work collaboratively with all middle school administrators and school counselors
- Collaborate with outside educational agencies.
- Provide technical assistance to students on virtual school program
- Provide academic student support on content
- Serve as a liaison and point of contact between virtual vendor (currently Odyssey Ware) and Jefferson County Schools.
- Serve as a point of contact for parents of enrolled students.
- Provide written and verbal communication to parents on performance expectations of students including notification when those expectations are not met. **Other Duties as assigned**

Performance Expectations and Standards:

QUALIFICATIONS:

- As established by state certification requirements for secondary education.

PHYSICAL DEMANDS:

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Principal 9/2011