

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: On-Line Planning Principal

Reports to: Chief of Staff

POSITION SUMMARY

Provides coordination and leadership in programming for an effective preK-12 educational options program. Provides assistance to Director, as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 20% Directs the day-to-day operations of existing virtual and online programming in collaboration with Director of Schools and Chief of Staff.
- D 20% Collaborates with various District administrators and departments, including Director of Schools, Chief Operating Officer, Chief of Staff, Information Technology Services, and Human Resources to develop, staff, and implement new programs to support virtual learning within the DCSD.
- D 20% Performs as consultant for charters and other outside entities/agencies, leads the development of policies and procedures related to online and virtual programming; and the training of administrators, teachers, and support staff for these agencies.
- W 10% Provides quality assurance of K-12 virtual and online learning programs, including leading initiatives designed to enhance and streamline operations for effective use of resources.
- M 10% Develops a Standards –based virtual and online course content and curriculum in alignment with District standards.
- M 5% Evaluates, purchases, oversees development of, and implements virtual and online courses/materials, in compliance with ADA, Section 508, and W3C Web Accessibility Initiative standards.
- M 5% Oversees recruitment, hiring, and training of virtual and online staffs, ensuring compliance with No Child Left Behind (NCLB) requirements.
- M 5% Supervises evaluation of certified and classified staff.
- D 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Masters Degree in Education Administration

MINIMUM EXPERIENCE

Administrative experience with Contract/Options/Charter/Choice Schools preferred
Three (3) to five (5) years experience in educational administration preferred

SKILL REQUIREMENTS

Expertise in virtual and online pedagogy.
Knowledge and experience with ‘at-risk’ student populations.
Knowledge of best practices related to individualized student learning.
Knowledge of Cognitive Coaching and/or mentoring.
Ability to streamline existing operations while spearheading new projects.
Excellent verbal and written communication skills.
Skill at training employees.
Excellent organizational and multi-tasking skills.
Skilled at conflict mediation and group facilitation.

GENERAL EXPECTATIONS

Commitment to student excellence and individualized student learning.
Is flexible.
Has the ability to problem-solve and acquire new technical skills.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision, in a fast paced environment.
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION – Colorado Administrator’s License

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to twenty (20) pounds.
Frequent sitting.
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching.

SUPERVISORY DUTIES – Up to twenty (20) certified employees

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.