



JOB DESCRIPTION

POSITION TITLE: Coordinator of Virtual and Non-Traditional Education

JOB GOAL: The job of the Coordinator of Virtual and Nontraditional Education position is to establish virtual and nontraditional learning programs in concert with the mission and vision of Selma City Schools, implement and monitor learning programs virtual and nontraditional programs in alignment with the state's educational requirements, and aim to improve the academic, social, and emotional outcomes of enrolled students. The roles require supervision of assigned staff members. Overall, the position ensures that the holistic needs of virtual and nontraditional students are met in a timely manner, through collaboration across other Selma City Schools departments/schools for the collective improvement of all involved.

REPORTS TO: Chief Academic Officer

QUALIFICATIONS: Master's degree or higher; must be an ALSDE certified teacher; must have an education administration or instructional leadership endorsement; minimum of 3 years teaching experience; and such alternatives to the above qualifications as the Board might find appropriate and acceptable.

SALARY: To be determined commensurate with local salary schedule, credentials, and experience.

ESSENTIAL FUNCTIONS:

1. Plans, collaboratively develops, and supervises the instructional program for all students enrolled in the Selma City School district virtual and nontraditional learning programs, which includes alternative students.
2. Ensures virtual and nontraditional programs operate within the policies, guidelines, procedures and regulations of the Selma City Schools Board of Education and state and federal governments.
3. Coordinates with appropriate SCS personnel and parents to manage placement of students attending the virtual and nontraditional programs including alternative students.
4. Works with district and school personnel to develop and maintain effective school and student safety measures.
5. Monitors the individualized as well as personalized success of students participating in the programs to include making timely adjustments to services and collaborating with others to ensure seamless transitions when students exit alternative education.

6. Cultivates an environment based on restorative practices and approaches to learning and discipline.
7. Serves as a liaison between the virtual and nontraditional program and other entities to support a systemic educational offerings and services.
8. Oversee the district's Response to Instruction (RTI)/Multi-Tiered System of Support (MTSS) program.
9. Oversee the intake process for students recommended for the alternative learning program.
10. Seek and apply for virtual and nontraditional, including, alternative learning grants to support and sustain the programs and student success.
11. Monitors projects, grants and programs for the purpose of ensuring that services comply with district, state and federal requirements.
12. Arranges and/or presents professional development activities for school staff; monitors implementation of training, providing feedback to ensure fidelity to learning processes and strategies.
13. Monitors day-to-day teaching and learning for evidence that specific individual student's needs are met, both virtually and in-person, through standards-based, differentiated instruction.
14. Monitors credit-bearing courses, CTE credential acquired, and student progress toward graduation and readiness for employment, career, or continuing education upon exit from the program.
15. Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
16. Collaborates with schools regarding the expected academic outcomes of students in their RTI plan and follow-up once they return to the traditional campus from alternative learning.
17. Maintains the cutting edge of the virtual and nontraditional learning programs through continuous research and professional development to ensure the sustainable quality of the programs.
18. Establishes automated structures for monitoring, communicating, and documenting the transitions, operations, and activities associated with both virtual and nontraditional programs.
19. Communicates regularly with the Chief Academic Officer to share information on program outcomes and individual successes and challenges in the classroom, teacher, and student level.
20. Maintains current professional knowledge of policies and regulations affecting virtual and nontraditional educational program as well as alternative learning in according to research-based best practices for improving instruction, increasing student achievement, and responding to students who are most in need of educational options such as, but not limited to, twilight schooling, truancy, retention, overage, behavior issues, suspension, drop-out/potential dropouts, learning difficulties, teen pregnancy, substance abuse, community and family issues).
21. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
22. Support the mission and vision of the Selma City Schools' district.

23. Comply with all district policies, rules and regulations.

GENERAL RESPONSIBILITIES:

1. Establishes and maintains a safe and effective learning environment that is conducive to the educational development of students and the professional practice of staff.
2. Assists teachers, counselors, and other staff members with developing and using effective classroom management strategies; leads the planning and preparation for emergency situations.
3. Administers and provides supervision for all student activities including co-curricular activities, field experiences, performances and gatherings during the school day or after hours.
4. Collects and analyzes multiple types of data from student formative and summative assessments, grades, attendance and discipline records, classroom observations and formal and informal feedback from teachers, students, families, and community partners in order to evaluate the instructional program as well as measure student needs and progress on a case-by-case basis.
5. Collaborates with central office staff in various departments to support students, resolve concerns and problems, improve instruction, and develop effective procedures.
6. Communicates and builds working relationships with community and area businesses, industries and organizations in order to provide training consistent with students' needs.
7. Promotes community involvement, including volunteers and partnership development to provide meaningful experiences (such as job shadowing, field experiences, and mentorship) for students; identifies and integrates appropriate community services in the alternative school setting.
8. Represents Selma City Schools as a liaison to the Alabama State Department of Education on matters related to alternative education.
9. Attends required training and provides required data and reports.
10. Other duties as assigned by the Superintendent or The Chief Academic Officer, which are consistent with the general requirements and qualifications of the position.

TERMS OF EMPLOYMENT: Twelve-month position in accordance with Board approved salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the State Department of Education and/or Selma City School's policy on evaluation of certified personnel.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.