



JOB DESCRIPTION

Job Title	Virtual Program Administrator
Department	Administration
Reports To	Executive Director of Administration
Classification	Administration
Location	District-wide
Salary	On Schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Virtual Program Administrator ensures the success of the 100% virtual program by providing educational leadership and management to faculty and students with the goal of inspiring them to contribute their best efforts, and administers the program according to the policies of the School Board and under the direction of the Superintendent. The Administrator participates in a cooperative effort with principals, administrators, and coordinators in developing a program of continuity for the entire school system.

Essential Job Functions

- Follows and administers the policies of the School Board.
- Supervises virtual instructors and the virtual education program.
- Researches and plans for implementation of best practices in virtual instruction.
- Facilitates staff meetings.
- Coordinates professional development opportunities specific to virtual instruction.
- Conducts virtual classroom walk-throughs and observations.
- Executed District-wide decisions within the virtual environment.
- Counsels with students and parents.
- Oversees internal and external program communications.
- Serves as the local education agency (LEA) for all individualized education plans (IEP).
- Coordinates District-wide screening assessments and state required testing for the program.
- Coordinates with relevant District departments to place new students and assign staff.
- Establishes professional learning community (PLC) structures within the virtual environment.
- Guarantees a pathway to graduation for all students.
- Assists staff with maintaining a positive learning environment for students.

Ancillary Job Functions

- Participates in District meetings.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Education, Education Administration, or related field.
- Wisconsin Administrative Certification

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administration experience

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Demonstrates an understanding and use of culturally responsive practices.
- Ability to travel to multiple District buildings in compliance with District driving policy
- Strong organizational, planning and time management skills.
- Excellent writing and public speaking skills.
- Strong ability to work effectively with individuals and groups.
- Knowledge of child development.
- Broad and current knowledge in the areas of relevant curriculum, instruction, and assessment practices.
- Ability to facilitate groups.
- Outstanding problem solving and conflict resolution skills.
- Excellent leadership skills.
- Ability to work a flexible schedule including work as directed outside of the school calendar.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids, hazardous traffic conditions, or fumes/airborne particles.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or

related office equipment.

- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Regularly required to drive to other locations.
- May occasionally be required to lift up to 20 pounds; rarely up to 50 pounds.