

YKSD JOB DESCRIPTION



JOB TITLE: Director of Distance Education	
SUPERVISOR: Superintendent	CLASSIFICATION: CERTIFIED (YKAA)
DAYS/MONTHS: 240 DAYS	

GENERAL RESPONSIBILITIES

To implement and carry out board policy and district procedures as it relates to the operation of distance education program and Raven School. The competencies of such a leader include a strong desire to achieve results, ability to grow the distance education program by motivating and influencing others, and the ability to analyze and use data to make informed decisions.

DUTIES & EXPECTATIONS

1. Works with District Administration to ensure that school board policies are adhered to and supported.
2. Implement Raven School & Yukon Koyukuk School District goals.
3. Attend district, staff, and PAC meetings as appropriate.
4. Develop in-service programs for classified and certificated staff.
5. Evaluate and supervise all staff and programs on a regular and continuous basis.
6. Oversee development and implementation of teacher workshops at each site.
7. Oversee the supervision of the local office family liaisons.
8. Foster collaboration, communication, and professionalism among stakeholders and implement strategies for conflict resolution and celebration as needed.
9. Work with Parent Advisory Committees regarding program development, budget preparation, and handbook etc.
10. Design and implement a strong marketing and recruitment plan for Raven Homeschool.
11. Prepare and monitor the Raven budgets and fixed asset inventories.
12. Assist in verification and processing of reimbursements and expenditures.
13. Approve expenditures for curriculum, educational services, and material as needed.
14. Write and submit reports required and appropriated as requested by the district administration. (i.e.: attendance/graduation reports, student records, maintenance, and facilities).
15. Review curriculum process and make recommendations for parent/program use ensuring that curriculum guides are utilized for all areas of instruction.
16. Review and monitor teacher interaction with students and families to include monthly contacts, progress reviews, workshops, office visits, and such as necessary to maintain achievement and program growth.
17. Monitor and review OASIS reporting.
18. Review and analyze data and provide summaries per the student management database.
19. Other duties as assigned.

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EQUIPMENT USED

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

INDEPENDENT DECISIONS

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

PRIMARY WORKING CONTACTS

Administrators, teachers, counselors, students, and parents.

SUPERVISION RECEIVED AND EXERCISED

Receives oral and/or written instructions from Superintendent.

Supervises teachers and classified support staff.

UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. Some travel required.

EVALUATION

Annual written evaluation.

PHYSICAL AND MENTAL DEMANDS

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

QUALIFICATIONS

Education: Current Alaska Type B Principal's Endorsement. Current Alaska Type A Certification required.

Experience:

At least five years successful administrative experience preferred. Homeschool background and knowledge of state-wide correspondence schools preferred.

Knowledge, Skills and Abilities:

- Demonstrated knowledge and compliance of state regulations regarding state-wide correspondence schools and distance education.
- Fluent written communication, verbal communication, and technology skills.
- Knowledge of site-based budgets development and alignment.
- Exemplary intrapersonal and supervisory/management skills.

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- Ability to create and maintain a welcoming, clean and orderly office environment.
- Demonstrated knowledge and compliance of state and federal laws regarding instruction and supervision of children by certified employees.
- Demonstrative knowledge of curriculum, alignment process; national, state, and district standards.
- Facilitate and manage a team of all teaching staff, administrative assistants, and family liaisons to provide workshops/activities for students and parents for all students.
- Exemplary record keeping, time management, and organizational skills.
- Knowledge of best practices for instruction and interventions.
- Knowledge of local community and state resources.
- Ability to make effective independent decisions and manage/balance workload.
- Must be able to travel.