

This is a draft job description for information only.

Distance Education Administrator

Mountain View Los Altos School District

Under the supervision of the Superintendent, the Administrator of Distance Education oversees the development, implementation, monitoring and evaluation of on-line and alternative learning formats; Develops and implements policies, procedures and guidelines for the Distance Education program. Works with staff to promote innovative pathways, develops on-line courses in conjunction with academic departments, and provides support to both faculty and students.

Essential Duties

ADMINISTRATOR, Distance Education

DEFINITION

Manages, coordinates, and administers the activities related to the District's efforts in developing, overseeing, holding accountable, and sharing effective practices of Distance Learning.

TYPICAL DUTIES

Provide oversight to ensure proper processes and procedures are implemented and followed, act as a liaison to School administrative staff and provide guidance as needed, and ensure required information is provided to the District in a timely manner.

Provides advice and counsel to the Board, Superintendent, Cabinet, and Principals regarding Distance Learning issues such as autonomy and accountability.

Oversees the activities of Principals, ensuring compliance with Board policies and the Superintendent of Schools directives; advises Principals regarding implementation of programs and day-to-day personnel and operational concerns of Distance Learning.

Serves as a liaison to the appropriate District organizations regarding improvements, planning, building, maintenance, and operations of physical facilities of Distance Learning.

Assist Superintendent, in negotiating Distance Learning proposals and makes recommendations as appropriate and provide information to the Superintendent and Board of Education regarding impact of proposals.

Plan, prioritize, select, train, assign, supervise, and review the work of staff responsible for providing services for Distance Learning and meet with staff to identify and resolve problems and review and evaluate methods and procedures.

Attend and participate in professional group meetings and stay abreast of trends and legislative issues related to Distance Learning, specifically autonomy and accountability.

Resolves complaints and concerns of administrators, teachers, students, and parents that are not resolved at the school level.

Establishes and maintains communication with parents and the community regarding educational matters, community concerns, and school operations; promotes collaboration among stakeholders and increased accountability for results; interacts effectively with Parent/Community Advisory Councils; and ensures that all parent education involvement activities promote and are aligned with District Distance Learning policy.

Assists in preparing and administering a budget for Distance Learning and maintains responsibility for its control and administration.

Assists in developing, supporting and managing relationships between partner districts with MVLA.

Assists in developing, documenting, and establishing predictable interfaces between Distance Learning, amongst our three schools and Adult Education Program for the purpose of sharing best practices.

Assists in developing, documenting, supporting, and managing relationships between Distance Learning and MVLAHSD operations for the purpose of providing support to streamline and revise MVLAHSD operation practices.

Assists in cultivating relationships as a liaison with the outside community of education innovators and reformers.

Assists in developing measures and systems of public education reform policy accountability –focusing on outcomes from effective implementation.

Evaluates the performance of subordinate personnel. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Distance Learning Administrator manages, coordinates, and administers the activities of the Distance Learning Program.

SUPERVISION

General direction is received from the Superintendent. General supervision is exercised over certificated, technical, and clerical classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, and negotiated contracts and consent decrees.

Working knowledge of current instructional programs and curriculum with special focus on school level accountability and autonomy.

Operation, services, activities, and guidelines of Distance Learning Pertinent federal, State, and local legislative regulations relating to Distance Learning Basic procedures, methods, and techniques of budget control.

Recent developments, current literature, and sources of information related to specialized programs, Community-based organizations, educational agencies, law enforcement agencies, and other local, State, and federal agencies related to the program.

Modern principles and practices of program development and implementation Knowledge of and skill in budget preparation and control.

Ability to:

Communicate effectively with stakeholders, colleagues, and other District personnel and community representatives, both individually and as a group.

Use innovative problem-solving; takes initiative to explore issues and find potential creative solutions

Focus on data-driven results; pursues the improvement of central office performance and school leadership, instruction, and operations.

Be a strong leader, coaching, mentoring, and challenging others to excel despite obstacles and challenging situations. Cope effectively with crisis and/or controversial situations.

Work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.

Ability to make formal public presentations.

Develop and translate policies and procedures into practical applications.

Make presentations to program staff, community-based organizations, and others who are interested in and may be of assistance to Distance Learning Communicate clearly and concisely, both orally and in writing.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Master's degree is preferred.

Experience:

Three years of management or executive level experience in managing; coordinating; and or administering educational and operational practices and strategies in a school district or organization with the goal of improving student performance in public schools.

SPECIAL NOTES

Management class, exempt from bargaining units. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.