

MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT

1299 BRYANT AVENUE MOUNTAIN VIEW, CA 94040

CLASS TITLE: Administrator Distance Education
Range 3 management salary schedule

BASIC FUNCTION:

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.

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

REPRESENTATIVE DUTIES:

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 assessment 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.

KNOWLEDGE AND ABILITIES:

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.

EDUCATION AND EXPERIENCE:

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

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.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- School and office environment; subject to frequent interruptions
- Work under pressure of deadlines and time constraints
- May be required to work at a computer workstation or to sit for extended periods of time
- May be required to attend meeting outside regular school hours
- 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.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

If required to operate a vehicle:

- Valid California Motor Vehicle Operator's License • Acceptable driving record and qualification for insurability by the District's insurance carrier