



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

**TITLE:** COORDINATOR, VIRTUAL SCHOOL  
***Internal Candidates Only***

**WORK YEAR:** 215 Days

**REPORTS TO:** Director of Secondary Instruction

### **PRIMARY FUNCTION**

Under the direction of the Director of Secondary Instruction, the Coordinator will provide leadership in the development, implementation and facilitation of strategic support structures necessary to ensure student achievement in a TK-12 virtual school experience.

### **REPRESENTATIVE DUTIES:**

- Perform a variety of duties to support board, district, division and department goals, especially improved student learning and engagement
- Support an aligned, standards-based system of curriculum, instruction, assessment, leadership, parent outreach, community involvement, digital citizenship, technology literacy and online learning
- Work with principals and other instructional management personnel to ensure a consistent, cohesive and carefully articulated instructional program across all sites and levels
- Collaborate with the Technology Department to ensure the technology needs of virtual school students are met including access to devices, reliable internet connections, online safety, software applications, and completion of work-order submissions
- Identify and communicate processes for the transfer of students into or out of the virtual school
- Assign students to specific teachers and courses within the virtual school
- Support online teachers with implementation of district adopted curriculum including attention to the scope and sequence for mastery of standards
- Lead the creation of informational handouts, presentations and videos showcasing the virtual school experience for parents, students, and community members.
- Work with virtual school teachers and traditional school counselors to collect and maintain a database of virtual student progress toward meeting grade level requirement
- Work with virtual school teachers and traditional school counselors to collect and maintain a database of virtual student progress toward meeting graduation requirements

- Use data and the cycle of inquiry to guide conversations with district staff, school administrators, counselors, and teachers about student achievement
- Create professional and collegial learning communities for virtual school teachers
- Monitor the effectiveness and impact of instructional practices used within a virtual environment on student learning
- Identify and create support systems needed to improve achievement of students enrolled in virtual school
- Provide in-service training and collaboration opportunities for virtual school teachers
- Facilitate the implementation/coordination of the state standardized testing process for virtual school students
- Anticipate potential problems and initiate steps to correct or solve them
- Keep abreast of changing legal requirements and proposed changes in areas of responsibility
- Prepare and deliver oral presentations and reports to principals, parent groups, and the Board
- Assist with the preparation of required reports, both written and oral
- Monitor budgets related to assigned areas of responsibility
- Other duties as assigned

#### **KNOWLEDGE AND ABILITIES:**

- Current trends in educational software applications and hardware; operating systems and hardware associated with educational applications
- Current principles and practices of instructional and training methodologies for a broad variety of student learning aptitudes
- Budget planning, development and administration practices
- Research and report preparation techniques
- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Work in a diverse socio-economic and multicultural community
- Operate a computer and job-related equipment
- Maintain consistent, punctual and regular attendance.
- Work independently with little direction
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships

#### **Other duties as assigned:**

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

### **PHYSICAL:**

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

### **MENTAL**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels

### **ENVIRONMENT**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

### **EDUCATION AND EXPERIENCE:**

- Valid California Administrative Services Credential
- Valid California Teaching Credential with English Learners Certification
- Master's Degree desired
- Minimum of three (3) years of site administrative experience desired
- Must possess a valid driver's license