



LAKE ELSINORE UNIFIED SCHOOL DISTRICT Instructional Technologist/Virtual Learning Principal Job Description

Job Summary:

Under the direction of the Superintendent/Designee, this position plans, organizes, administers, and provides leadership for the instructional technology, research, and evaluation services of the district; Provides direction and coordination of all technology services to support instructional programs; Develops, reviews, and communicates instructional technology policies District-wide; Serves as the educational leader and is responsible for leadership, administration, and management of all virtual school site matters such as: selecting certificated and classified employees; formulating and evaluating operations, policies and procedures; supervising and evaluating all assigned staff; establishing and monitoring the implementation of goals, objectives and priorities; developing, monitoring and evaluating school site budgets and expenditures; developing and implementing staff development; and providing recommendations to District level administration.

Minimum Required Qualifications:

1. **Education/Experience:** Successful administrative experience (desirable); Minimum three (3) years successful teaching/instructional technology/virtual learning experience; and Master's Degree in a related field required/Doctorate desirable
2. **Knowledge of:** Highly skilled in the areas of communication and interpersonal skills; Academic excellence while facilitating effective learning communities; Comprehensive expertise in technology and its application to online learning environments; Pedagogical background in online learning; Online instructional strategies; Online instructional design theories; Independent study rules, regulations, and guidelines; Comprehensive knowledge of virtual learning model rules, regulations, and guidelines; Collaborative problem solving; Understanding of the importance of treating individuals with dignity and respect; California Content Standards; California Standards for the Teaching Profession; California Professional Standards for Educational Leaders; Comprehensive knowledge of law, regulations, and procedures including credentialing; Effective instructional leadership; Supervision and evaluation of school site employees; District organization, operations, policies, and objectives; Budgeting practices regarding monitoring and control; Correct English usage, grammar, spelling, punctuation, and vocabulary; Oral and written communication skills; Telephone techniques and etiquette; Outstanding public relations techniques; and Collective Bargaining Agreements
3. **Licenses/Testing:** Eligible to apply for or holds a valid CA Administrative Services and/or appropriate teaching/certificated credential(s); Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results

Duties & Responsibilities:

The Instructional Technologist/Virtual Learning Principal provides school site leadership and supervision in the following areas:

- Oversees activities related to the specification, creation, and maintenance of the virtual school curriculum; responsible for providing evidence of effective virtual curriculum that result in student achievement; Oversees those curriculum services that support the school's academic growth and development; Provides leadership in curriculum, development, and design in virtual learning while assisting the Assistant Superintendent of Instructional Support Services in providing innovative, student-centered curriculum delivery (E);
- Collaborates with colleagues and vendors to identify and implement emerging technologies and methodologies into instructional curriculum to support the vision/mission of the District; Collaborates with colleagues and vendors to identify, test, and implement new curriculum programs, services, and materials that increase student engagement and achievement; Ensures the implementation of curricular changes that result in innovation and improvement of student learning for all stakeholders (E);

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- Ensures existing online courses are updated and refreshed on a consistent basis; Establishes and monitors plans for on-time delivery of new course development projects and redevelopment efforts (E);
- Initiates grant-writing opportunities and monitors all grant funding/budgets related to online curriculum projects (E);
- Communicates with the Senior Cabinet and Instructional Support Services Leadership on project selection and implementation, updating stakeholders on timelines, issues, and changes (E);
- Supports virtual learning objectives through management coaching, mentoring, and training activities (E);
- Monitors the effectiveness of the virtual learning program as it relates to preparing and supporting online teachers (E);
- Interviews subject matter experts, teachers, and students while analyzing responses to determine instructional and technical design requirements for redevelopment of online courses and interactives (E);
- Responsible for successful planning, development, and delivery of professional development activities related to development software instructional design and other subjects as needed for maintenance and development of virtual learning (E);
- Provides instructional leadership for all virtual learning, including: maintaining District/school-wide focus on high standards of student achievement; ensuring coverage of CA standards; modeling LEUSD instructional guidelines; managing processes for analyzing data to increase student achievement, and supporting all teachers in their professional development (E);
- Manages the assessment programs for students and provides coordination of results with staff and parents (E);
- Responsible for a comprehensive system of supervision, appropriate record keeping, and evaluation of all assigned staff which includes reviewing student achievement data/student work with each teacher and observing classroom instruction for the purpose of providing feedback on instructional practices, as well as the oversight of implementing District curriculum (E);
- Attends and participates in a variety of staff development and meetings; Participates in/or coordinates professional growth activities;
- Maintains and carries out adopted policies of the Governing Board and district administration (E);
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's goals/objectives as well as maintaining and carrying out adopted policies of the Governing Board and district administration (E);
- Provides leadership and attendance at Individualized Educational Plan, 504, and Student Study Team/Language Assistance Team meetings (E);
- Shall delegate functions and responsibilities to qualified assistants (if applicable) in such manner that the total program operates effectively and provides professional development for personnel (E);
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction (E);
- Works collaboratively with the Superintendent, Governing Board, Cabinet, District Office staff members, principals, faculty, staff and parents utilizing courtesy, tact, and diplomacy; Establishes and maintains effective and cooperative working relationships with those contacted in performance of duties (E);
- Maintains the confidentiality of information used in personnel issues and/or District functions (E);
- Establishes a communication network with other District/County-wide Virtual Learning Administrators/Principals; Demonstrates a high visibility throughout the site and District, as well as strong, collaborative interpersonal skills (E);

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- Ensures that visitors, including administrators, staff, parents, and the public are received by site staff members utilizing optimal customer service (E);
- Shall keep the school site in a clean, orderly, attractive manner at all times (E);
- Works collaboratively with the Fiscal Support Services Division to manage all resources at school site, including: setting and maintaining a balanced budget (including student body accounts), planning for future needs, maintaining cash controls for the site, assuring fiscal accountability and positive monetary balances, and ensuring compliance with restrictions and reporting requirements of categorical funds and restricted donations while adhering to company policy and protocols for sound fiscal management (E);
- Shall be responsible for student supervision and the school safety program that shall comply with all applicable laws and district guidelines; communicates the discipline policy to parents and the school community; Manages and implements the District and school policies regarding student behavior; Plans, coordinates, and evaluates the total program of pupil services, including guidance, counseling, student discipline, and due process(E);
- Coordinates and implements supervision at co/extra-curricular activities (E);
- Manages all personnel resources at the school site, including: attracting and selecting top performers; providing professional development opportunities; developing collaborative team culture; sitting on interview panels; conducting reference checks on employee candidates as directed; and managing performance while adhering to LEUSD policy and state/federal employment laws and consulting with the Personnel Services Division as appropriate (E);
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual staff members with leadership potential (E);
- Directs and coordinates school level public relations (E);
- Prepares all federal, state, and locally required reports (E);
- Conducts meetings/conferences with faculty, staff, parents, community representatives, and other school advisory groups (E);
- Organizes and maintains a process providing input concerning the school program from the community, parents/guardians and students (E);
- Encourages development of school business partnerships, and community agencies and ensures parent/booster clubs are consistent with fiscal guidelines and regulations as well as their intended purpose to support students (E);
- Attends and participates in Governing Board, budget advisory, and other meetings as required (E);
- Works closely with the Food Service administration to comply with wellness policies and compliance with the National School Lunch Program (NSLP) (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action (E);
- Administers the Collective Bargaining Agreements; Prioritizes and manages multiple tasks; Performs research and special projects as requested (E);
- Coordinates and monitors the usage of school facilities and grounds by school and community groups;
- Works independently, establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations;
- Performs other related duties as assigned

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Working Conditions:

1. Environment:
 - a. Office environment at the school site
 - b. Frequent outdoor supervision
 - c. Demanding timelines/Subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
 - a. Dexterity of hands and fingers to operate a computer keyboard and operate standard office equipment
 - b. Position requires occasional carrying, pushing, pulling or lifting up to 35 pounds
 - c. Sitting and/or standing for long periods
 - d. Occasional bending at the waist, kneeling, or crouching to help students and staff
 - e. Hearing and speaking to exchange information in person, on the telephone, and through email
 - f. Occasionally reaching overhead, above shoulders, and horizontally
 - g. Visual ability to read, prepare/process documents and small figures
 - h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
 - a. Extended viewing of computer monitor
 - b. Working with and around office equipment having moving parts
 - c. Outdoor supervision during extreme weather

Salary/Work Year:

Commensurate to Lake Elsinore Unified School District Certificated Management Salary Schedule/218 days: FLSA Exempt

Supervision:

Superintendent of Schools/Designee

Approved: 1/20/11