

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Position Title: Virtual School Principal

Department: Instruction

Date Reviewed: June 2020

Reports to: Director of Teaching,
Learning and Innovation

Grade: 509b

Calendar: 225 days

Purpose of Job

The purpose of this job is to provide leadership in the development, implementation, and facilitation of strategic support structures necessary to ensure student achievement in a full-time, K-12 virtual school experience.

Essential Duties & Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collaborate with Level Directors, Directors of Curriculum and Instruction, CCTs, and TICs to coordinate the implementation, success, and sustainability of full-time, online learning
- Facilitate the identification of qualified personnel to be recommended as virtual school teachers
- Provide leadership in the improvement of the total educational program within the school.
- Provide for working conditions and attitudes conducive to good school work on the part of students and staff.
- Fosters shared beliefs and a sense of community cooperation.
- Cooperate with administrative, supervisory and other personnel and facilitate the accomplishment of the strategic work of the district.
- Provides conceptual guidance for teachers regarding effective classroom practice.
- Monitors the effectiveness of school practices and their impact on student learning.
- Provide visionary leadership that integrates all legal mandates and stakeholder needs.
- Ensure board and school policies are followed.
- Visit classrooms in a systematic and frequent manner, observe, and evaluate teachers.
- Create professional and collegial learning communities for faculty and staff.
- Develop, train, and provide opportunities for assistant principals to be instructional leaders.
- Plan and supervise an instructional orientation program for virtual school teachers
- 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

- Develop virtual school application materials and oversee the application and acceptance process
- 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
- 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 requirements
- Work with virtual school teachers and school counselors to collect and maintain a database of virtual student progress toward meeting graduation requirements and ready graduate indicators
- Use data to guide conversations about student achievement and steps needed for program sustainment or improvement
- 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
- Review online coursework in a systematic and frequent manner as part of the observation and evaluation virtual teachers.
- Supervise the establishment and maintenance of development plans for virtual school teachers as needed
- 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 all statistical and other reports relative to such matters as attendance, enrollment figures and reports as required by the Director of Schools.
- Interview prospective applicants and assign teachers extra duties.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Position Functions:

- Valid Tennessee teaching certification with K-12 administrators endorsement
- Minimum three years successful classroom teaching experience
- Experience as an administrator preferred

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Virtual School Coordinator. Has general knowledge of Virtual School Principal practices as necessary in the completion of daily

responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Virtual School Principal. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Virtual School Principal.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date