

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – REMOTE LEARNING COORDINATOR

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a.

Immediate Supervisor: Principal and/or Assistant Principal

FLSA Status: Exempt

Term of Employment: Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

- Planning, coordination, implementation and evaluation of innovative and contemporary teaching strategies that support sustainable and equitable remote learning.
- Assist in the development of a remote learning plan for their school.
- Facilitate summer remote learning sessions with grade, program and content areas teams in development of the remote learning plan.
- Collaborate at least once each 9 week period with remote learning coordinators from other schools.
- Maintain a meeting log and submit a mid-year and end-of-year copy to the building Principal and the Director of Curriculum & Instruction, as directed.
- Keep the principal informed of suggested changes to the school remote learning plans.
- Maintain confidentiality and function in a professional manner at all times.
- Be available for commitments beyond the instructional day when necessary.

Demonstrated competencies in and abilities to:

- Use effective instructional strategies to augment the delivery of instruction.
- Integrate technology in the delivery of instruction.
- Integrate Apple iPads into a remote delivery model.
- Integrate Office 365 into a remote delivery model.
- Motivate people.
- Communicate effectively in person and remotely, both verbally and in writing.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing

the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal

Adopted: June 25, 2020