

MINERAL COUNTY SCHOOLS

JOB DESCRIPTION

POSITION:	Virtual School Coordinator
IMMEDIATE SUPERVISOR:	Appropriate County Office Director
FLSA/CONTRACT STATUS:	Extracurricular
EMPLOYMENT TERM:	School Year
SALARY:	\$20 per hour on a schedule set in collaboration with virtual school supervisor.
EVALUATION:	Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Board Policy 5310 and Mineral County Board of Education Policy.

PERFORMANCE RESPONSIBILITIES:

- Assists students in obtaining the necessary supplies for virtual school participation;
- Troubleshoots technical problems and seeks technical assistance as needed;
- Works collaboratively with the online teacher to create an orderly classroom environment that promotes learning and maintains classroom discipline according to the schools policies;
- Encourages students to stay on pace and seek assistance as needed;
- Proctors examinations and other student assessments;
- Monitors the progress of students;
- Communicates with the online teacher as needed regarding student progress;
- Communicates with the school guidance counselor(s) regarding student progress;
- Communicates with parents of virtual school students to keep them informed of student progress;
- Follows IEP/504 Guiding Principals in terms of updating student IEP/504 indication in the registration system, communicating student modifications to instructors and meeting he modifications the instructor cannot because of the constraints of the online environment;
- Supports student with special needs, including participation on IEP teams as needed;
- Reports student grades in the WEVIS data system;
- Operates a variety of technology equipment;
- Adheres to Employee Code of Conduct as outlined in Mineral County School's Policy 3210;
- Performs other duties deemed appropriate and assigned by the immediate supervisor.

QUALIFICATIONS:

- Valid professional teaching certificate;
- Teaching experience preferred;
- Possesses knowledge in local, state, and federal laws, rules and regulations related to safety and security;
- Ability to communicate effectively with diverse individuals and groups within the organization and in the business;
- Knowledge of: regulations and statutes pertaining to safety within the laws of the State of West Virginia; the practices and procedures necessary to maintain order and insure the protection of life and security of buildings, grounds and equipment; safety procedures necessary to eliminate or prevent accidents and safety hazards;
- Ability to coordinate provisions between schools and emergency service providers; and
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

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 multimedia 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. The noise level in the work environment is low to moderate (20-60 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.