**June 29, 2022**

**Iditarod Distance Learning Center (IDLC)**

**Position Description:** IDLC Director

**REPORTS TO:** Superintendent

**Duration:**  This is a permanent full-time position, 12 months. Salary DOE

**Location:** Eagle River, Alaska

**GENERAL SUMMARY**

The IDLC Director is responsible for all operational functions of the IDLC Homeschool program. She/he reports directly to the Superintendent. All duties will be carried out within the guidelines established by the Iditarod Area School District (IASD) Board of Education.

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

**DUTIES AND RESPONSIBILITIES**

* In support of the overall structure of the school, the IDLC Director shall:
* Contribute to the Homeschool (HS) and IASD school’s strategic planning
* Be responsible for implementation and management of the HS program
* As required, contribute to, and coordinate the establishment, management, and delivery of the HS program, including the development and coordination of the academic and enrichment programs offered
* Contribute and oversee the effective management and delivery of the academic programs through various means, including direct instruction at the site, parent instruction, online instruction, enrichment courses, etc.
* Develop and organize new courses in accordance with the school’s mission, including online and enrichment courses, intervention classes, etc.
* Provide leadership and contribute to the overall performance and welfare of the teaching staff for the HS program
* Oversee the professional development program for the HS teaching staff in conjunction with the HS program
* Be the key contact for the maintenance and development of the academic program and ensure compliance with Alaska State Standards and school mandated testing requirements
* Support the HS teachers with regard to implementation of the HS requirements and issues that arise with families
* Be familiar with the Alaska State Standards and make sure that appropriate academic progress is made towards these standards by HS students
* Train and supervise all homeschool teachers and specialists in cooperation with the Superintendent
* Manage daily HS organization and activities to ensure efficiency while achieving student outcomes
* Manage all programs to ensure effective day to day organization of teaching areas
* Develop, maintain, and evaluate curricula as necessary to ensure appropriate academic progress towards the Alaska State standards
* Run/attend weekly/monthly meetings with HS staff as necessary and attend any other meetings with school administration as required, including board meetings and submit monthly board reports
* Work closely with families, students, teachers and other school staff and administration to achieve efficiency in administration and academic performance
* Manage resources (human and material)
* Observe and evaluate HS teachers in accordance with the Negotiated Agreement
* Establish and maintain open communication between the teachers, students, families, and administration
* Ensure ethical and transparent practices in management of HS program and the HS team.
* Ensure that organization targets are met within the context of the HS program’s policies and HS rules and regulations.
* Take shared responsibilities for the management of the budget for the HS program and ensure effective budget management and monitoring for the HS program while working closely with the school’s administration and board
* Actively promote and market the IDLC for continued increase in enrollment
* Attend all IEP meetings with HS students
* Monitor, update, IDLC website, and maintain IDLC Facebook page as needed
* Monitor and update student enrollment software as needed
* Follows all district policies and procedures

**In support of the school culture the IDLC Director shall:**

Carry out the IASD mission and vision;  
Work collaboratively with teachers, students, parents, and community;  
Show enthusiasm for collaboration with all staff at the school;  
Participate in professional development opportunities and engage in continuous reflection on the goals and methodology at IASD;  
Demonstrate mastering of project-based, structured cooperative learning strategies, integrated thematic units, conflict resolution, and effective teaching methods;  
Demonstrate knowledge of positive discipline and classroom management strategies that emphasize intrinsic rather than extrinsic rewards  
Demonstrate knowledge about global and environmental studies, and how to integrate them into Provide academic counseling to students about their progress and the HS program’s requirements, policies and expectations as needed

Schedule classes/extracurricular activities for HS students and families

Oversee, organize, and administer of placement testing (if any) for prospective students as well as all state and school mandated testing as required to ensure appropriate academic student progress Develop and maintain close, cooperative, and collegiate relationship with teachers, families/students, and community, as appropriate.

Work cooperatively and effectively as a member of the HS management team

Contribute to the marketing and development of the HS program, including the preparation and development of promotional materials, hosting visitors, liaising with other schools, enterprises, organizations, community groups and the media, etc.

Participate in the growth and development of the HS program through various means, including PR on social networks, radio, newspapers, and other media, as well as participating in school events for the promotion of the HS program

Represent the HS program positively in all conversations with staff, families, and the community

**KNOWLEDGE AND ABILITIES**:

* Alaska State Standards
* Educational choices for students and parents
* Variety of instructional methods and techniques
* Curriculum development and instructional improvement
* Progressive/constructivist education methodologies
* Multiple Intelligence Theory
* Authentic Assessment
* Current research in education/teaching methods
* The cognitive, social, and physical needs of children
* Interpersonal skills using tact, patience, and courtesy
* Budget and GMS SPED and Title Program

ABILITY TO:

Establish and maintain effective working relationships with others  
Utilize effective leadership skills that work well in a team setting  
Plan and organize work  
Work independently and in a team environment to implement the philosophy of the School  
Analyze situations accurately and adopt an effective course of action  
Supervise, and evaluate the performance of assigned staff  
Work closely with teachers to plan and implement curriculum  
Oversee MAP testing Work respectfully with diverse groups in the community

WORKING CONDITIONS:  
Essential and marginal duties may require maintaining a physical condition necessary for standing and walking for prolonged periods of time.

Thirty days of annual leave per year

SAMPLE ENVIRONMENT: Office and outdoor environments.

SAMPLE PHYSICAL ABILITIES:  
Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.

Reasonable accommodations may be made to enable qualified individuals with disabilities.

**Experience:**

Home School administration strongly preferred

Special Education background strongly preferred

Curriculum Director experience strongly preferred

Grant writing experience strongly preferred

**Special Requirements:**Administrative Type B Alaska Certification

CLOSING DATE: Open until filled

SELECTION: Until filled

APPLY TO: Iditarod Area School District

Helen Cheek, Superintendent

[helencheek@iditarodsd.org](mailto:helencheek@iditarodsd.org)

P.O. Box 90

McGrath, AK 99627

Persons who have previously applied for IASA position should verify their application is on file. Qualified IASD staff, Affirmative Action, local hire and veterans will be given preference on all position openings.

**IASD IS AN EUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.**