

JACKSON COUNTY SCHOOLS
JOB DESCRIPTION
Virtual School Coordinator

TITLE:

Virtual School Coordinator

QUALIFICATIONS:

1. Valid West Virginia teaching certificate, with a preference for K-6 certification.
2. Three or more years of experience.
3. Proficiency in Microsoft Word, Excel, and Microsoft 365
4. Knowledge of the implementation of WVDE Policy 2510, Senate Bill 630, and Jackson County Virtual Schools Policy.
5. Excellent communication skills and the ability to work collaboratively with others.

REPORTS TO:

Director of Secondary Schools

JOB GOAL:

To assist in the operation, development, delivery, implementation, and evaluation of the virtual program; to facilitate change, provide consultative services to schools, and support all stakeholders.

EXPECTATIONS:

1. Serve as a student advocate to provide direction and support by creating and monitoring processes that will ensure student success in the online environment.
2. Recommend alternatives and/or changes needed in program to best meet the needs of students.
3. Assist in registering students
4. Organize student orientation
5. Analyze and interpret data
6. Reviews current research related to virtual programs.
7. Assist in the monitoring the Virtual School program.
8. Assist in maintaining records.
9. Provide technical assistance to schools and students in relationship to Virtual School.
10. Coordinate and support face-to-face consultations in conjunction with resident school representative.
11. Provide assistance to families in need of additional support and encourage a high level of participation.
12. Problem solve issues brought forth by parents, teachers, and/or schools.
13. Serve as a liaison between the school, virtual instructor, student, and family.
14. Work with the county and school testing coordinators to coordinate any testing that is mandated by the state.
15. Responsible for instructional tutoring.
16. Make contact with families that may be interested in Virtual School.
17. Attend meetings as necessary or required by supervisor.
18. Perform other duties as assigned by the Director of Secondary Education.

**TERMS OF
EMPLOYMENT:**

220 days

SALARY:

According to Jackson County Schools Professional Salary Schedule.

