



SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Director of Newberry ONE eLearning Institute

FLSA: Exempt

TERMS: Salary in accord with the district salary scale for administrators. Work year is comprised of 240 days per academic year as established annually by the Board.

GENERAL SUMMARY

Under limited supervision, provides the leadership and management skills necessary to maximize the efforts of teachers and students in an environment which is conducive to educational enhancement, growth, and achievement for students; supervises and coordinates the work of all assigned professional and classified personnel; ensures subordinates' adherence to District policies, regulations, and goals. Reports to the Superintendent.

ESSENTIAL FUNCTIONS

Supports and upholds the mission, vision, and strategic goals of the District.

Interprets, upholds, and enforces school rules, administrative regulations, and board policies; discusses and resolves student problems.

Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for all student objectives and programs.

Interacts and communicates with various groups and individuals such as the Superintendent, professional peers, instructional staff, other subordinates, other District administrators and staff, Board members, various committees, various government and community agencies, students, parents, volunteers, and the general public.

Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

Works with online instructors to ensure quality of instruction and adherences to policies and procedures.

Works with Director of Technology and Office of Instruction to ensure the delivery of instruction via a learning management system.

Monitors enrollment processes, student progress, pacing, and completion rates, ensuring that student targets are met.

Works with Director of Special Education to ensure the delivery of special educational services to identified students.

Maintains high standards of student conduct and enforces discipline as necessary, complying with due process and rights of students.

Review teacher-student communication logs from the learning management system.

Prepares and submits student performance reports for staff, students, and parents.

Communicates with students and students' parents about engagement, performance, commitment, and reaching goals.

Seeks to maintain an atmosphere conducive to good teacher-teacher and teacher-administrator relationships.

Supervises, reviews and evaluates the instructional program; observes classroom environment and makes recommendations for improvement in instruction and class management as appropriate.

Receives and responds to inquiries, concerns, and complaints from teachers, students, and parents; maintains effective relationships with students and parents; works to resolve administrative, instructional and behavioral problems.

Conducts meetings of the staff and attends principal's and other District meetings as necessary.

Prepares and submits school's budgetary requests and monitors expenditures of funds.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills and keep abreast of current practices and legal issues.

Keeps the Superintendent informed of school activities and problems.

Presents a positive image of the School District of Newberry County at all times.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Requires a Master's degree in education administration with at least five years of experience as a teacher; at least two years' experience in public school administration, or equivalent combination of education experience that provides the required knowledge, skills, and abilities. Must possess valid Teacher and Principal certificates from South Carolina State Board of Education.

Qualifications may vary from the above requirements to such a degree as the Superintendent determines necessary and appropriate to ensure properly qualified personnel in the position.

Knowledge:

Has thorough knowledge of the methods, procedures, and policies of the School District of Newberry County. Knowledge of the laws, ordinances, standards, and regulations relating to educational activities. Knowledge of a wide variety of instructional methods and materials. Is able to work with students, parents, teachers, and others as necessary to provide the best educational environment for students. Knows how to react calmly and quickly in emergency situations. Requires the ability to work as a team member and a leader. Requires the ability to display possession of skills with all applicable and recommended computer applications.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with District staff. Ability to plan, develop, administer, and monitor various activities and programs in compliance with all relative federal and state regulations, and District policies, procedures and standards. Ability to use independent judgment and discretion in directing and managing financial and business activities.

Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to complete, process, and maintain all required records, reports, and confidential information. Flexibility is required to independently work with others in a wide variety of circumstances.

Working Conditions:

Requires ability to work under a degree of stress related to duties that require considerable attention and working with students. Employees in this position work in a safe and secure work environment that may periodically have unprecedented requirements or demands. Duties of the job require frequent use of a computer and related equipment. Occasional local travel required; occasional overnight travel required.

Responsibility:

Responsible for school budgets.
Supervises school staff and students

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____