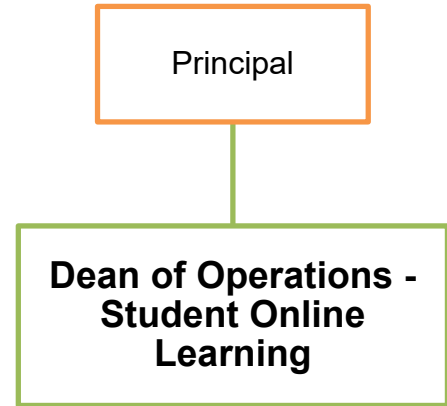


DEAN OF OPERATIONS – STUDENT ONLINE LEARNING

Job Title:	Dean of Operations – Student Online Learning
Initial:	May 19, 2010
Revised:	May 17, 2021 (Administrative Revisions)
Work Year:	210 days
Office:	Education
Department:	Assigned Zone
Reports To:	Principal
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule + 5%

Related Organization Chart



POSITION SUMMARY: Responsible for the study of effective student online learning opportunities and initiatives that support student success. Collaborate with assigned schools to assure quality of curriculum, instruction, and oversight of student online learning programs. This position assists the school principal by providing leadership, community building, product account management, systems administration, online course placement and promotion, high school and middle school advisor and assists in marketing and retention.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Assists in the responsibility for study of online needs and issues at assigned schools.
- Assists with providing a purpose and direction for assigned middle and high schools.
- Collaborates with online curriculum provider and system administrator to ensure consistency throughout the school.
- Interfaces with middle and high school teachers, online site coordinators and teachers of record.
- Works as a community builder to provide quality engagement opportunities for high school and middle school online families.
- Assists in the development of online learning opportunities to address above needs.
- Assists in training teachers on effective practice of engaging students in online environments.
- Assists in the design protocols and procedures for student-based online learning.
- Responsible for coordinating and assisting with online Task Force and any district committee relevant to the online learning programs.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists the school administration with family accountability and follow-up.
- Coordinates and assists online training for online learning program families.
- Serves as the online middle and high school advisor.
- Assists with guiding the development of a caring community that includes the online learning program stakeholders and assists in promoting the school.
- Assists with focusing on student learning and student success.
- Helps coordinate teacher professional development of instructional staff.
- Assists in the development and implementation of the online learning program assessment structure to support Star360, AP, SAT, PSAT, ACT and CSAP.
- Assists in addressing student disciplinary actions as well as communication with parents.
- Assists in the on-boarding process of online families including verifying transcripts and consulting with families on course placement.

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: Depending on the specific assignment, this position may assist with developing, administering, monitoring and coordinating assigned budgets and initiating requisitions.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Master's degree in Education plus additional coursework required for certification.

Experience:

- Minimum of three years of successful teaching experience.
- Demonstrated vision of how online learning can meet student needs.
- Demonstrated experience with online learning.

Knowledge Skills & Abilities:

- Demonstrated strong leadership skills.
- Ability to work and/or support work across all grade levels K-12.
- Ability to work with others across content areas.
- Demonstrated ability to consult with and facilitate groups.
- Ability to use standard district technology effectively and efficiently for a variety of purposes.
- Willingness to learn new technology.
- Ability to help others make sense of and adjust to change.
- Demonstrated flexibility and capacity for dealing with ambiguity.
- Ability to manage multiple projects and meet deadlines.
- Willingness to successfully implement all relevant parts of the Strategic Plan.
- Willingness to assist in planning and implementing professional development, including in-services, classes, collaborative models, for individual teachers, teams, schools, articulation areas and district-wide.
- Demonstrated conflict management, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, group facilitation, writing, and speaking skills.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understanding of district and school student-achievement data and Colorado State Standards.
- Working knowledge of literacy and the reading/writing process, strategies for second language learners and special needs students; thorough understanding of best instructional practices for online classrooms.
- Operating knowledge of and experience with personal computers, word processing and database software required.
- English language skills required.
- Oral and written fluency in second language may be preferred or required based on assignment.

Certificates, Licenses, & Registrations:

- Valid Colorado Principal's License or eligibility at the time of hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: The noise level in the work environment is usually moderate. While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.