

# LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Vice Principal of Virtual Academy

**CLASSIFICATION:** LMA

**REPORTS TO:** Director of Assessment and Accountability

### **BASIC FUNCTION:**

Under the general direction of the Assistant Superintendent Education Services and/or Designee, plan, implement, supervise, coordinate and evaluate the District's online virtual learning program.

### **PERFORMANCE RESPONSIBILITIES:**

Duties and responsibilities may include, but are not limited to, the following:

- Design, plan, and implement a comprehensive distance learning program and course offerings to meet the needs of LVJUSD students including, but not limited to:
  - Online Learning Program
  - Course/credit acceleration and recovery
  - Alternative course schedules and sequences
  - Student support and/or intervention
  - Increasing diversity or availability of course offerings
  - Individualizing and/or differentiating instruction
  - Coordinating with High School administration and counselors
- Coordinate with Education Services, Curriculum, Information Technology and school sites to ensure distance learning opportunities reflect curriculum standards.
- Research and implement online learning programs, curriculum, and instructional practices and provide leadership in determining program direction and improvement.
- Coach and support teachers, administrators, and other staff in implementing high-quality, rigorous and engaging blended and online courses.
- Create and identify professional development resources to support meaningful learning and effective instruction in an online environment.
- Identify, evaluate, create and curate online curricular resources and educational software programs.
- Utilize District supported systems, including adopted course management and assessment programs, to create blended and online programs that integrate seamlessly with LVJUSD's

District core academic programs.

- Engage with staff, students, families and other stakeholders to continuously review and refine existing learning offerings, and to identify for new programs.
- Analyze a variety of data sources, including student assessment, behavioral, and survey data to evaluate existing programs and identify opportunities for growth and improvement.
- Know and understand current legal requirements for online learning, independent study, and course/school accreditation.

**SKILLS, KNOWLEDGE and ABILITIES:**

KNOWLEDGE of applicable state and federal laws, regulations, and compliance requirements governing online learning, blended learning, digital curriculum and independent study/asynchronous learning programs in California.  
Applicable laws, CIPA, USAC/SLD, and District Policies related to the Acceptable Use of Technology for staff and students  
Budget planning, development and administration practices  
Research and report preparation techniques  
Grant application and administration practices  
State funding allocation methods

ABILITY to Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.  
Collaborate with other agencies in planning and implementing effective online and blended learning programs, including staff and parent training, within established budget constraints  
Analyze complex situations and prepare response alternatives for consideration by decision-making groups  
Interpret, apply and explain rules, regulations, policies and procedures  
Meet timelines and works independently with little direction  
Establish and maintain cooperative and effective working relationships with instructors, certificated staff, vendors, and management representatives

**MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** Experience in implementing Virtual/on-line instruction programs.

**EDUCATION:** Master's degree with an emphasis in one of the following areas: Education or Administration.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary

to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, local laws and Board Policy. Possession of CA Teaching and Administrative Credential

**TERMS OF EMPLOYMENT:**

- 12 month position
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with the agreement between the Livermore Management Association and Livermore Valley Joint Unified School District

**SALARY RANGE:** Leadership Team Salary Schedule

**FLSA STATUS:** Exempt

**Work Environment:** The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

**Completion by Human Resources:**

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| <b>Board Approval Date -</b>                                                                                                               |
| <input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs |
| <input type="checkbox"/> Revised Job Description                                                                                           |
| <input type="checkbox"/> Revised Salary Placement:                                                                                         |
| <b>Change Effective date:</b>                                                                                                              |