

Tri-Region Virtual Program Coordinator

(Crowley's Ridge/Northcentral/Northeast Cooperatives)

Job Summary:

The coordinator is responsible for daily program operations including the hiring and supervision of virtual teachers, supply acquisition within the confines of the budget, general technology operations, stakeholder support, and quality instruction. The coordinator will report to the Director of the Cooperative housing the program and/or his designee. The coordinator and teachers will work both remotely and onsite. This is a 240-day position with benefits including sick, personal leave, vacation, and availability of insurance. Salary range \$65,000 - \$75,000 annually based on qualifications and experience.

Performance Responsibilities:

- Direct program operations in a manner that produces positive program outcomes
- Maintain an advanced knowledge base of all DESE curriculum initiatives
- Communicate in an accurate, positive manner with students, parents, staff, and district personnel
- Support parents, students, and school districts by conducting meetings, conferences, and events
- Align program operations with defined program goals and the policies directives of individual school districts
- Adhere to the cooperative policy handbook, state law/rules, federal requirements, and program directives
- Promote sound digital learning practices that enhance student learning
- Address concerns of parents, teachers, and school district personnel in a positive professional manner
- Contribute to the development of a virtual teacher staff development plan
- Observe virtual classes to ensure instruction integrity
- Submit an annual program budget to the Cooperative Director
- Coordinate onsite relations with school districts
- Coordinate reporting to school districts including attendance and grades
- Maintain records and submit reports as requested
- Guide the analysis of student achievement data to inform instructional practice
- Implement the plan, do, check, model in a systems model of continuous improvement
- Cultivate a culture and climate based on positive relationships, respect, academic excellence, and ethical action
- Other duties as assigned by the Cooperative Director

Qualifications:

- A Bachelor's/Master's Degree in education with emphasis in building an/or district leadership is preferred
- Strong technology skills including hardware and software operation and troubleshooting
- Experience in a virtual learning environment is preferred
- Strong collaborative abilities
- Excellent communication skills
- Positive attitude and high level of dedication to student well-being, teacher support , and academic excellence
- Ability to produce positive program aligned outcomes while working independently
- Current license in education

NAESC, NESC, CRESC are equal opportunity employers

Position will remain open until filled.

Please email resume to Kelly Cowan

kelly.cowan@northcentralcoop.org