

**VIRTUAL SCHOOL ACADEMY PRINCIPAL****DEFINITION:**

Under the direction of the Assistant Superintendent, Educational Services, serve as the site administrator and instructional leader of the Virtual School. Administer school-wide curriculum and all phases of the instructional program and management of the Virtual School location. Administer and supervise the digital based programs, including vendor oversight; on site, seat-based, blended learning classroom and non-classroom instruction and independent full virtual learning paths, as applicable. Supervise and evaluate assigned personnel; provide leadership, administrative and supervisory skills for the educational development of students; promote parent and community involvement; provide communication between the district and other educational and community partnerships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize, supervise, implement, and evaluate all educational programs at the Virtual School site in accordance with district-wide goals, instructional priorities, standards and guidelines.
- Provide instructional leadership to the staff in assessing Virtual School needs and determining objectives as the basis for developing long and short-range goals and plans.
- Provide leadership in the delivery of appropriate staff development and the continued professional growth of faculty and staff.
- Identify services and resources necessary to assist in the implementation of an effective educational program.
- Develop and implement a Virtual School master schedule as well as an effective pupil guidance and counseling program.
- Provide a safe and orderly environment for staff and students, and establish and maintain an effective learning climate in the Virtual School.
- Direct the planning, implementation and evaluation of fiscal management and all functions which facilitate the Virtual Learning program.
- Supervise and implement auxiliary services including safety programs, testing programs, textbooks/instructional material, intervention, and equipment.
- Develop a master plan of Virtual School program offerings, school operations, and policies.
- Supervise the student attendance and/or participation in Virtual Learning programs.
- Establish a program of community relations to support and communicate the Virtual School goals and program offerings to students, parents, community organizations, and the public.
- Actively recruit new Virtual Learning students and facilitate student enrollment into Virtual School programs.
- Confer with students, parents, and teachers to resolve individual student academic and behavioral issues or concerns.
- Oversee the care and updates of the Virtual School technology needs; including hardware, software and online programs in order to maintain the Virtual School programs current and relevant.
- Plan, develop, maintain and oversee the Single Plan for Student Achievement (SPSA) and the Virtual School's budget.
- Performs other duties as assigned by the Superintendent and/or Assistant Superintendents.

**QUALIFICATIONS:****Knowledge of:**

Child development; procedures, methods and strategies pertaining to the administration of an alternative school; State standards, curriculum and instruction; school safety, discipline and supervision; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation; current educational theories and practices.

**Ability to:**

Plan, organize and direct school operations; communicate effectively, both orally and in writing; establish and maintain effective working relationships; demonstrate effective leadership; manage, supervise, motivate and train personnel; analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks.

Experience:

Minimum of three years of successful school teaching, preferably at the secondary level and three or more years of successful administrative experience, preferably at the secondary level; continuation/alternative education experience desirable.

Education:

A Master's degree from an accredited college or university.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: May 11, 2017