



DIRECTOR OF ONLINE LEARNING

Reports To: Vice Principal of Academics

Job Status: Full time, 12-month, salary, exempt

Salary Information: \$60,000-\$70,000

Description: The Director of Online Learning supports the Vice Principal of Academics in overseeing the success of JSerra's online program. Committed to maintaining a credible online program, this person ensures academic integrity among students. The online director facilitates consistent communication between the counselors, department chairs, teachers, parents, and students.

RESPONSIBILITIES

- Maintain online department to ensure successful implementation of student online program and online teacher curriculum.
- Establish effective research-based criteria in the assessment of online courses through learning management system.
- Maintain confidence among staff and educational community by developing and revising responsive plans for initiatives in online education.
- Manage departmental budget by ensuring bills are paid correctly and on time and by ensuring payment is collected and refunds are managed appropriately.
- Oversee Online Room Monitor's daily contact with student in online room.
- Create successful timelines for students to ensure positive results and spark creative learning.
- Consistently email and call parents and students to ensure seamless coursework between FLVS, student, and JSerra.
- Communicate regularly with principal, vice principals, IT, and FLVS principal to ensure student success.
- Work with the Educational Technologist to develop training programs for online teachers. Ensure LMS is up to date. Ensure content is appropriately uploaded as needed.
- Receive weekly progress checks from outside vendor and follow up with Online Room Monitor to distribute updates to students and parents – weekly.
- Coordinate all final face to face exams as well as math and English modular exams.
- Assess and evaluate online courses and instructors at FLVS.
- Schedule, pay, and train JSerra Online Teachers
- Meet regularly with incoming parents and students to explain facets of online program and benefits to the family.
- Oversee the UC/NCAA approvals of online classes.



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

KNOWLEDGE, SKILLS, AND ABILITIES

- Master's Degree
- Minimum of 5 years teaching experience
- Experience in educational leadership 2+ years desired
- A demonstrated ability to manage multiple projects concurrently
- Experience with UC/ NCAA requirements
- High level of organization
- Familiarity with online learning
- Able to communicate well and maintain strong relationship with outside online vendors

SPECIAL QUALITIES & CHARACTERISTICS

- Passion for the mission of JSerra Catholic High School
- Excellent interpersonal communication and written skills
- Ability to create and achieve a vision
- Compassion for and an understanding of a high school student's life