

Appendix 2.9 Job Descriptions

JOB DESCRIPTION: Head of School, Virtual School

Job Code: **Department:** Learning and Teaching Services **Location:**

Approved By:

FLSA Status: Exempt **Last Revised:** **Version:** Final

Summary: The Head of School is responsible for planning, coordinating, and supervising the day -to-day business operations of a school office, and serves as administrative aide to the school principal, relieving him/her of administrative details.

- Supervises the enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files.
- Supervises the preparation of student enrollment and attendance report.
- Supervises the maintenance of student records, including assessment results, test scores, discipline, medical reports and records, and other documents.
- Supervises Requisitions, receives, and distributes/stores classroom, school office and Work Room materials and supplies; maintains ongoing inventory; processes packing slips.
- Prepares and processes field trip requests.
- Maintains school website.
- Assists in writing, translating (if bilingual), publication, and distribution of school newsletter.
- Coordinates the development of, and prepares, school site General Fund and special projects budgets; prepares budget transfers as appropriate; monitors charter school budget.
- Prepares and maintains purchase orders and other expense records; approves logs, and monitors expenditures; reconciles site records with monthly reports; resolves discrepancies; and ensures expenditures are within budget allowances for the month and year.
- Prepares necessary forms to hire, upgrade, terminate or authorize special payments to staff.
- Prepares certificated prep schedule.
- Recruits appropriate teachers.
- Prepares and communicates weekly memo to staff.
- Organizes interview process for hiring certificated and classified staff.
- Processes, assigns, trains, and directs work of volunteers.
- Plans and coordinates arrangements for school and community activities; acts as liaison between outside agencies, families, and the public-at-large.
- Serves as the custodian of school office records.
- Develops, implements, and monitors work practices, systems, and methods that are effective, efficient, and consistent with all standards, policies, and procedures.
- Coordinates school principal's site master calendar of meetings and events.
- In-services new staff on School and District policies and regulations as they apply to school site operations; standard school site rules and procedures; computer operation and software programs used at the school site; proper use of office equipment; and emergency procedures.
- Arranges for conferences and travel of administrators and staff; prepares related purchase order or payment requisitions; and follows up with receipts, invoices, and expense claims.
- Investigates circumstances of employee on-the-job injuries; prepares required documentation; and reports safety hazards to school principal.
- Scrutinizes facility wear and tear and makes recommendations as to facility improvement
- Promotes and maintains a positive and effective school climate by ensuring that all

- Interactions with staff, students, parents, and the public-at-large are prompt, efficient, helpful and friendly.
- Seeks out and participates in educational and professional development and motives and
- Encourages such developments for school-classified employees.
- Recognizes problems and impediments and reports them promptly with options for solutions to the site principal; promotes and assists with constructive resolutions.
- Establishes and maintains professional and cooperative working relationships with all stakeholders: families, students, staff, community partners, and partners.
- Prepares annual performance audit in collaboration with school principal.
- Monitors and analyzes student performance assessment data preparing reports as needed
- For various special projects (i.e., after school program, summer school, Prom).
- Organizes summer programs.
- Perform other duties as assigned by Charter School Principal.

Education and Experience:

Minimum

- Have strong written and verbal communication skills
- Possess organization and time-management skills
- Be proficient in MS Excel, MS Word, MS Outlook, and the Internet
- Flexible
- Bachelors degree in education, business management, business systems or related field

Desirable

- Master's Degree in Education, MBA or related field
- Minimum 5 years' experience in leading operations
- Experience in a charter school or school of choice environment
- Additional experience and training in other aspects of digital learning and/or information science

Licensing / Certification Requirements:

N/A

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.
- An ability to learn new technology tools quickly (e.g., database and web-based tools)

Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, foodservice, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems; Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records; Ability to apply empirical principles and procedures in work performed; preparation of financial and statistical documents and reports; Analyze student achievement data, draw logical conclusions and prepare comprehensive reports; Establish and maintain cooperative relationships with all partners; Deal effectively and graciously with situations requiring tact and judgment; Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

In compliance with Federal Law, this school administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

JOB DESCRIPTION: Principal, Virtual Charter

Job Code:

Department: Learning and Teaching Services

Location:

Approved By:

FLSA Status: Exempt

Last Revised:

Version: Final

Summary: The Principal should be a visionary leader with the capacity to implement a rigorous curriculum and school program that ensures the highest instructional experiences for ALL students. The Principal must have the ability to empower staff to monitor their own performance and exceed school-wide expectations. He/She will work collaboratively with staff to provide leadership and learning opportunities. The principal will provide transformational instructional leadership to planning, launching and management of the school. This includes implementing the vision for high student achievement; building a positive school climate that supports the whole student; leveraging research and data to drive initiatives and instruction; and building a high-performing staff to achieve the school's vision and goals. This role will collaborate with parents, community members, as well as other internal external resources and stakeholders to implement new educational programs, capital improvements, systems, tools and other resources to drive student achievement.

Essential Duties: (These duties represent a sample and may vary by position.)

- Directs staff in supporting schools in expanding virtual and digital learning opportunities to extend students learning.
- Directs attainment of learning goals and objectives, development of policies, coordination of operations, and establishment of responsibilities and procedures for attaining objectives.
- Plans and develops services for, teachers and other staff.
- Directs the preparations of projects, long-range plans, and budgets based on organizational goals and objectives.
- Leads staff in formulating and administering policies and developing long-range goals and objectives.
- Monitors all budgets.
- Provides staff development in areas of extending learning using digital, print and other resources.
- Collaborates with staff to organize and deliver staff development and staff orientations. Works in collaboration with staff to ensure professional learning opportunities are differentiated and meet the needs of the team.
- Reviews plans to accomplish learning goals within funding limitations, staffing requirements, and available resources.
- Conducts action research to obtain current information and implement best practice.
- Enroll, withdraw, make course changes, update and maintain basic student information in SIS.
- Work with the CPS and staff to ensure compliancy of all students in the area of required state testing.
- Ensure that the academic and social programs of the school meet the vision established in its charter.
- Create an environment where meeting and supporting the needs of students, families, and staff is the central focus of the administration.
- Assist in the development and implementation of the school's policies and assist in overseeing the writing of its instructional programs.
- Work to ensure that all reporting requirements are met in an accurate and timely manner (including school report cards and all district, state, and federal reports).
- Work with staff and Special Education teacher to ensure that the school is meeting the needs of our

students and complying with local, state, and federal laws regarding special education.

- Manage, monitor, and evaluate instructional staff performance and effectiveness.
- Research and propose new programs or opportunities to help promote student achievement.
- Performs related duties as assigned.

Education and Experience:

Minimum

- Master's Degree in Education
- Minimum 2 years' experience leading students in a virtual or blended environment
- Five years of successful experience as a teacher OR Three years of experience as a coordinator, facilitator, or other leader of teachers

Desirable

- Doctorate in Education or related field
- Principal experience at a virtual or blended school
- At least three years of experience as a principal or assistant principal
- Additional experience and training in other aspects of digital learning and/or information science

Licensing / Certification Requirements:

- A valid administrator license in any state* or will complete all principal preparation program requirements by the date outlined in the Talent Pool job posting. *Note: To be eligible for selection to a Principal or Assistant Principal position, verification of principal licensure must be completed.
- Excellent oral and written communication skills.

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry push or pull light weights.

In compliance with Federal Law, this School administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

JOB DESCRIPTION: Lead Teacher CTE, Virtual School

Job Code:	Department: Learning and Teaching Services	Location:
Approved By:		
FLSA Status: Exempt	Last Revised:	Version: Final

Summary: Teaching in a virtual charter school requires a strong educational background and a firm commitment to our innovative model. Teachers provide synchronous and asynchronous learning experiences. All classroom teachers shall meet the following employment criteria: A valid teaching credential; demonstrated expertise to competently perform the functions of the job; professional verification of successful classroom teacher performance (student teaching experience or status as an intern); evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the State Board of Education; demonstrated ability to serve as a positive role model for youth. Regular attendance and punctuality is essential.

Additionally, this role a hybrid teacher / team lead role in which the teacher spends part of the school day providing high quality instruction as a teacher in his/her own classroom (both digital and face-to-face) and the other part of the school day magnifying teacher impact in the Team Lead role at the school. Team leads are considered part of the leadership team and scaffolding is in place to assist team leads to move into administrative positions.

Essential Duties:

The Team Lead (TL) is a teacher who, as a member of the Instructional Leadership Team, plays a critical role in helping the school reach student achievement goals. The Team Lead spends part of the day providing high-quality instruction as a teacher, and part of the day developing a team of teachers to deliver joyful, rigorous and personalized instruction that leads to high academic achievement. As an expert in STEM topics (science, technology, math, engineering), Team Leads facilitate collaborative team time, provide 1-on-1 observation and coaching to their peers, and contribute to the growth and performance evaluation for each teacher on their team. Teacher leads are also responsible for polling staff about professional learning needs and assisting in the creation of an effective professional learning plan for EACH teacher on their team.

The lead teacher – CTE role develops, facilitates and manages CTE programs that support career pathways and integrated academics by providing instructional leadership, community building and human and financial resources management. The role carries out the mission of the school to ensure a quality educational experience by preparing students with specific technical skills, employability skills and integrated academics for advancement along a career path and lifelong learning.

In addition, the CTE Team Lead:

- Contributes to year-long professional development plan and provides whole staff professional learning (when relevant) in their area(s) of expertise.
- Collaborates with school leaders and other teachers to align teacher supports to advance school-wide instructional priorities.
- Maintains exceptional self-motivation, entrepreneurial spirit and team orientation
- Collaborative decision-making style, with a proven track record of working effectively with diverse individuals to drive decision-making and results
- Self-awareness, with an ability to treat all members of school communities with respect
- Exemplary curriculum and assessment writing skills
- A mindset of excellence with upholding the highest standards for beautifully written, error-free curriculum products

- Ability to deliver impactful professional development to leaders and teachers
- Passion and commitment to education and insistence on academic excellence and rigor
- Collaborate with building administration and CTE teachers to identify growth metrics for certifications, WorkKeys, end of course exams and teacher evaluation
- Develop an action plan for achieving growth measures
- Uses data to inform instructional needs and prioritize coaching
- Design and deliver professional learning to facilitate improvement of all performance indicators that align with the Teacher Evaluation
- Collaborate with other instructional leaders in the school, including but not limited to active participation in the Instructional Leadership Team (ILT)
- Facilitate Professional Learning Communities for CTE teachers
- Provides Instructional Coaching to CTE teachers including but not limited to modeling/co-teaching strategies, lesson design, and classroom management strategies
- Facilitates collaboration for cross-curricular lesson development
- Verify and submit orders for all CTE Programs at assigned school
- Supports the development, implementation and evaluation of a structured K-12 college and career readiness/awareness program.
- Collaborates with leadership to establish college and career readiness outcome measures of success K-12.
- Oversees college readiness assessment programs (including, but not limited to, College Placement Test, ACT, SAT, etc.).
- Serves as liaison to higher education partners.
- Develops and revises policies and guidelines related to graduation requirements.
- Coordinates and implements professional development for teachers and activities/programs for students and parents related to college and career awareness.
- Works with appropriate staff to promote higher education awareness and career opportunities for students and families.
- Collaborates with the other staff as it relates to academics, assessment, compliance and accountability.

Virtual Instructional Environment

- Create and manage student and family contacts (contact logs)
 - Establish relationships with both students and their families
 - Support parents with school set-up and logistics questions
 - Organize orientation, training, social, and educational activities for students and families
 - Understand the LMS and how to support students in digital content
 - Use data dashboard to manage playlists, pathways and student progress
- Performs related duties as assigned.

Education and Experience:

Minimum

- Have 2 or more years of teaching experience
- Hold appropriate state certification
- Have strong written and verbal communication skills
- Possess organization and time-management skills

Desirable

- Master’s Degree in Education
- Experience in a charter school or school of choice environment
- A sustained record of outstanding academic results in grades 9-12
- Five or more years of teaching experience with exceptional results

- Be proficient in MS Excel, MS Word, MS Outlook, and the Internet
- Allow for flexible schedule
- Experience managing and developing instructional staff and delivering outstanding professional development
- Three or more years of experience managing and developing instructional staff and delivering outstanding professional development

Licensing / Certification Requirements:

- A valid teacher license in any state* or will complete all teacher preparation program requirements *Note: To be eligible for selection to a teacher position, verification of licensure must be completed.

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.
- An ability to learn new technology tools quickly (e.g., database and web-based tools)

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

In compliance with Federal Law, this school administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

JOB DESCRIPTION: Lead Teacher Arts & Humanities, Virtual School

Job Code:	Department: Learning and Teaching Services	Location:
Approved By:		
FLSA Status: Exempt	Last Revised:	Version: Final

Summary: Teaching in a virtual charter school requires a strong educational background and a firm commitment to our innovative model. Teachers provide synchronous and asynchronous learning experiences. All classroom teachers shall meet the following employment criteria: A valid teaching credential; demonstrated expertise to competently perform the functions of the job; professional verification of successful classroom teacher performance (student teaching experience or status as an intern); evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the State Board of Education; demonstrated ability to serve as a positive role model for youth. Regular attendance and punctuality is essential.

Additionally, this role a hybrid teacher / team lead role in which the teacher spends part of the school day providing high quality instruction as a teacher in his/her own classroom (both digital and face-to-face) and the other part of the school day magnifying teacher impact in the Team Lead role at the school. Team leads are considered part of the leadership team and scaffolding is in place to assist team leads to move into administrative positions.

Essential Duties:

The Team Lead (TL) is a teacher who, as a member of the Instructional Leadership Team, plays a critical role in helping the school reach student achievement goals. The Team Lead spends part of the day providing high-quality instruction as a teacher, and part of the day developing a team of teachers to deliver joyful, rigorous and personalized instruction that leads to high academic achievement. As an expert in English, Social Studies, World Languages, health & PE, Team Leads facilitate collaborative team time, provide 1-on-1 observation and coaching to their peers, and contribute to the growth and performance evaluation for each teacher on their team. Teacher leads are also responsible for polling staff about professional learning needs and assisting in the creation of an effective professional learning plan for EACH teacher on their team.

The Arts & Humanities Lead Teacher is responsible for overseeing the development of the Common Core-aligned curriculum and assessment, which incorporates both explicit teaching and inquiry learning in grades 9-12. To ensure vertical alignment, he or she collaborates intentionally with the K-8, Lead teachers. This person also collaborates strategically with the managing director of high school STEM, as well as the managing director of high school and the high school director.

In addition, the Team Lead:

- Contribute to year-long professional development plan and provides whole staff professional learning (when relevant) in their area(s) of expertise.
- Collaborates with school leaders and other teachers to align teacher supports to advance school-wide instructional priorities.
- A deep understanding of the Common Core and Next Generation standards, Advanced Placement curriculum, and themes in grades 9-12
- Deep understanding of all high school assessments, including but not limited to AP exams, the Regents, PSAT's, SAT's, ACT's
- Exceptional self-motivation, entrepreneurial spirit and team orientation
- Collaborative decision-making style, with a proven track record of working effectively with diverse individuals to drive decision-making and results

- Self-awareness, with an ability to treat all members of school communities with respect
- Exemplary curriculum and assessment writing skills
- A mindset of excellence with upholding the highest standards for beautifully written, error-free curriculum products
- Ability to deliver impactful professional development to leaders and teachers
- Passion and commitment to education and
- Insistence on academic excellence and rigor

Instruction and Student Achievement

- Know the digital curriculum for assigned grade levels
- Know how to support students both face-to-face and at a distance
- Demonstrate knowledge of the Illinois state standards and testing requirements
- Research and create learning opportunities that complement/supplement the digital curriculum, for the purpose of differentiating and individualizing
- Track and assess student academic progress and attendance; use data to inform decisions
- Individualize instruction to help each student achieve curricular objectives
- Consistent and ongoing communication with families/ parents/guardians about their student-both achievements and opportunities for growth
- Generate informal and formal reports regarding student performance and progress
- Support students with special needs, including participation on IEP teams as needed
- Prepare students for standardized tests and proctor site-based exams

Virtual Instructional Environment

- Create and manage student and family contacts (contact logs)
- Establish relationships with both students and their families
- Support parents with school set-up and logistics questions
- Organize orientation, training, social, and educational activities for students and families
- Understand the LMS and how to support students in digital content
- Use data dashboard to manage playlists, pathways and student progress

Professional Responsibilities

- Build community by contributing to school message boards, newsletters, and events
- Travel to and participate in staff meetings and professional development sessions
- Support the school administration
- Participate and lead PLNs or PLCs
- Mentor new teachers to the team
- Performs related duties as assigned.

Education and Experience:

Minimum

- Have 2 or more years of teaching experience
- Hold appropriate state certification
- Have strong written and verbal communication skills
- Possess organization and time-management skills

Desirable

- Master's Degree in Education
- Experience in a charter school or school of choice environment
- A sustained record of outstanding academic results in grades 9-12
- Five or more years of teaching experience with exceptional results

- Be proficient in MS Excel, MS Word, MS Outlook, and the Internet
- Allow for flexible schedule
- Experience managing and developing instructional staff and delivering outstanding professional development
- Three or more years of experience managing and developing instructional staff and delivering outstanding professional development

Licensing / Certification Requirements:

- A valid teacher license in any state* or will complete all teacher preparation program requirements *Note: To be eligible for selection to a teacher position, verification of licensure must be completed.

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.
- An ability to learn new technology tools quickly (e.g., database and web-based tools)

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

In compliance with Federal Law, this school administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

JOB DESCRIPTION: Lead Teacher STEM, Virtual School

Job Code:	Department: Learning and Teaching Services	Location:
Approved By:		
FLSA Status: Exempt	Last Revised:	Version: Final

Summary: Teaching in a virtual charter school requires a strong educational background and a firm commitment to our innovative model. Teachers provide synchronous and asynchronous learning experiences. All classroom teachers shall meet the following employment criteria: A valid teaching credential; demonstrated expertise to competently perform the functions of the job; professional verification of successful classroom teacher performance (student teaching experience or status as an intern); evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the State Board of Education; demonstrated ability to serve as a positive role model for youth. Regular attendance and punctuality is essential.

Additionally, this role a hybrid teacher / team lead role in which the teacher spends part of the school day providing high quality instruction as a teacher in his/her own classroom (both digital and face-to-face) and the other part of the school day magnifying teacher impact in the Team Lead role at the school. Team leads are considered part of the leadership team and scaffolding is in place to assist team leads to move into administrative positions.

Essential Duties:

The Team Lead (TL) is a teacher who, as a member of the Instructional Leadership Team, plays a critical role in helping the school reach student achievement goals. The Team Lead spends part of the day providing high-quality instruction as a teacher, and part of the day developing a team of teachers to deliver joyful, rigorous and personalized instruction that leads to high academic achievement. As an expert in STEM topics (science, technology, math, engineering), Team Leads facilitate collaborative team time, provide 1-on-1 observation and coaching to their peers, and contribute to the growth and performance evaluation for each teacher on their team. Teacher leads are also responsible for polling staff about professional learning needs and assisting in the creation of an effective professional learning plan for EACH teacher on their team.

The Lead Teacher – STEM will provide instructional leadership to instructors, and work in collaboration with the Lead Teacher – Humanities to carry out the instructional vision in alignment to the mission and vision of the school. Will collaborate with the Lead Teacher – Humanities to facilitate professional development sessions to the instructional team, analyze instructional data, and foster a high-performing instructional team. Will work effectively across the organization to make certain that students are supported in a way that ensures success both academically and in alignment with postsecondary goals. Will work in collaboration with the Lead Teacher – Humanities to oversee and manage all required assessments (including, but not limited to: ACT, PSAT, SAT, PARCC, NAEP, ISA etc.).

In addition, the Team Lead:

- Contribute to year-long professional development plan and provides whole staff professional learning (when relevant) in their area(s) of expertise.
- Collaborates with school leaders and other teachers to align teacher supports to advance school-wide instructional priorities.
- A deep understanding of the Common Core and Next Generation standards, Advanced Placement curriculum, and themes in grades 9-12
- Deep understanding of all high school assessments, including but not limited to AP exams, the Regents, PSAT's, SAT's, ACT's

- Exceptional self-motivation, entrepreneurial spirit and team orientation
- Collaborative decision-making style, with a proven track record of working effectively with diverse individuals to drive decision-making and results
- Self-awareness, with an ability to treat all members of school communities with respect
- Exemplary curriculum and assessment writing skills
- A mindset of excellence with upholding the highest standards for beautifully written, error-free curriculum products
- Ability to deliver impactful professional development to leaders and teachers
- Passion and commitment to education and
- Insistence on academic excellence and rigor

Instruction and Student Achievement

- Know the digital curriculum for assigned grade levels
- Know how to support students both face-to-face and at a distance
- Demonstrate knowledge of the Illinois state standards and testing requirements
- Research and create learning opportunities that complement/supplement the digital curriculum, for the purpose of differentiating and individualizing
- Track and assess student academic progress and attendance; use data to inform decisions
- Individualize instruction to help each student achieve curricular objectives
- Consistent and ongoing communication with families/ parents/guardians about their student-both achievements and opportunities for growth
- Generate informal and formal reports regarding student performance and progress
- Support students with special needs, including participation on IEP teams as needed
- Prepare students for standardized tests and proctor site-based exams

Virtual Instructional Environment

- Create and manage student and family contacts (contact logs)
- Establish relationships with both students and their families
- Support parents with school set-up and logistics questions
- Organize orientation, training, social, and educational activities for students and families
- Understand the LMS and how to support students in digital content
- Use data dashboard to manage playlists, pathways and student progress

Professional Responsibilities

- Build community by contributing to school message boards, newsletters, and events
- Travel to and participate in staff meetings and professional development sessions
- Support the school administration
- Participate and lead PLNs or PLCs
- Mentor new teachers to the team
- Performs related duties as assigned.

Education and Experience:

Minimum

- Have 2 or more years of teaching experience
- Hold appropriate state certification
- Have strong written and verbal communication skills
- Possess organization and time-management skills

Desirable

- Master’s Degree in Education
- Experience in a charter school or school of choice environment
- A sustained record of outstanding academic results in grades 9-12
- Five or more years of teaching experience with exceptional results

- Be proficient in MS Excel, MS Word, MS Outlook, and the Internet
- Allow for flexible schedule
- Experience managing and developing instructional staff and delivering outstanding professional development
- Three or more years of experience managing and developing instructional staff and delivering outstanding professional development

Licensing / Certification Requirements:

- A valid teacher license in any state* or will complete all teacher preparation program requirements *Note: To be eligible for selection to a teacher position, verification of licensure must be completed.

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.
- An ability to learn new technology tools quickly (e.g., database and web-based tools)

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

In compliance with Federal Law, this school administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

JOB DESCRIPTION: SPED Specialist, Virtual School

Job Code: **Department:** Learning and Teaching Services **Location:**

Approved By:

FLSA Status: Exempt **Last Revised:** **Version:** Final

Summary: Teaching in a hybrid virtual charter school requires a strong educational background and a firm commitment to our innovative model. Teachers will be expected to carry out the school's mission and vision and play an active role in pioneering what makes up virtual hybrid instruction. Teachers will be trained to use a variety of virtual tools to engage students working in the curriculum and apply various teaching techniques traditional to many classrooms. Teachers' responsibilities include expectations like differentiated instruction that meets student's individualized needs, working with the students in accomplishing their goals/benchmarks written in their IEP and Individual Learning Plan (ILP). All classroom teachers shall meet the following employment criteria: A valid teaching credential; demonstrated expertise to competently perform the functions of the job; professional verification of successful classroom teacher performance (student teaching experience or status as an intern); evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the State Board of Education; demonstrated ability to serve as a positive role model for youth. Regular attendance and punctuality is essential.

Essential Duties: (These duties represent a sample and may vary by position.)

Instruction and Student Achievement

- Must be student focused
- Support students with special needs, including participation on IEP teams as needed
- Prepare students for standardized tests and proctor site-based exams
- Prepare to teach students virtually and face-to-face and deliver instruction using differentiated methods to meet the needs of all students
- Provide targeted intervention sessions to students as needed both online and face to face at the Learning Center
- Prepare engaging lessons that are aligned with the grade-level scope and sequence and appropriate for the grade level
- Coordinate with teachers about the special education requirements needed to meet the needs of the students in the regular education inclusion program
- Check and monitor Online School and/or Learning Management progress for assigned students and communicate any concerns immediately
- Demonstrate knowledge of state standards and testing requirements
- Assess students for mastery and validate student learning
- Prepare students for standardized tests and assist with testing using other benchmark tests
- Co-teach/collaborate with general education teachers and other Special Education teachers
- Plan interventions, accommodations, and modifications to the curriculum as necessary with the guide of the Special Education teacher
- Know the digital curriculum for assigned grade levels
- Demonstrate knowledge of the Illinois state standards and testing requirements
- Research and create learning opportunities that complement/supplement the digital curriculum, for the purpose of differentiating and individualizing
- Track and assess student academic progress and attendance; use data to inform decisions
- Individualize instruction to help each student achieve curricular objectives
- Consistent and ongoing communication with families/ parents/guardians about their student-both achievements and opportunities for growth
- Generate informal and formal reports regarding student performance and progress

Virtual Instructional Environment

- Create and manage student and family contacts (contact logs)
- Establish relationships with both students and their families
- Support parents with school set-up and logistics questions
- Organize orientation, training, social, and educational activities for students and families
- Understand the LMS and how to support students in digital content
- Use data dashboard to manage playlists, pathways and student progress

Professional Responsibilities

- Build community by contributing to school message boards, newsletters, and events
- Travel to and participate in staff meetings and professional development sessions
- Support the school administration
- Participate and lead PLNs or PLCs
- Mentor new teachers to the team
- Performs related duties as assigned.

Education and Experience:**Minimum**

- Have 2 or more years of teaching experience
- Hold appropriate state certification
- Have strong written and verbal communication skills
- Possess organization and time-management skills
- Be proficient in MS Excel, MS Word, MS Outlook, and the Internet
- Allow for flexible schedule

Desirable

- Master's Degree in Education
- Minimum 5 years' experience leading students in a virtual or blended environment
- Experience in a charter school or school of choice environment
- Special education training and experience
- Additional experience and training in other aspects of digital learning and/or information science

Licensing / Certification Requirements:

- A valid teacher license in any state* or will complete all teacher preparation program requirements *Note: To be eligible for selection to a teacher position, verification of principal licensure must be completed.
- Excellent oral and written communication skills.

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.
- An ability to learn new technology tools quickly (e.g., database and web-based tools)

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

In compliance with Federal Law, this school administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

JOB DESCRIPTION: Lead Teacher K-3 AND 4-8, Virtual School

Job Code:

Department: Learning and Teaching Services

Location:

Approved By:

FLSA Status: Exempt

Last Revised:

Version: Final

Summary: Teaching in a virtual charter school requires a strong educational background and a firm commitment to our innovative model. Teachers provide synchronous and asynchronous learning experiences. All classroom teachers shall meet the following employment criteria: A valid teaching credential; demonstrated expertise to competently perform the functions of the job; professional verification of successful classroom teacher performance (student teaching experience or status as an intern); evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the State Board of Education; demonstrated ability to serve as a positive role model for youth. Regular attendance and punctuality is essential.

Additionally, this role a hybrid teacher / team lead role in which the teacher spends part of the school day providing high quality instruction as a teacher in his/her own classroom (both digital and face-to-face) and the other part of the school day magnifying teacher impact in the Team Lead role at the school. Team leads are considered part of the leadership team and scaffolding is in place to assist team leads to move into administrative positions.

Essential Duties:

The Team Lead (TL) is a teacher who, as a member of the Instructional Leadership Team, plays a critical role in helping the school reach student achievement goals. The Team Lead spends part of the day providing high-quality instruction as a teacher, and part of the day developing a team of teachers to deliver joyful, rigorous and personalized instruction that leads to high academic achievement. As an expert in grades K-3 AND 4-8, Team Leads facilitate collaborative team time, provide 1-on-1 observation and coaching to their peers, and contribute to the growth and performance evaluation for each teacher on their team. Teacher leads are also responsible for polling staff about professional learning needs and assisting in the creation of an effective professional learning plan for EACH teacher on their team.

The K-3 AND 4-8 Lead Teacher teaches grade level subject matter to a diverse school student population, following standards-based curriculum and utilizing digital curriculum resources. Helps all students develop competence and confidence simultaneously through a balance of acquiring basic skills and developing conceptual understanding. Monitors, supervises, coordinates and enforces rule of conduct and behavior for assigned students, and reinforces positive student behaviors in accordance with school policy. In conjunction with the counseling and teaching teams, observes, evaluates, reports and records students' performance, behavior, social development, and physical health. Communicates with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.

In addition, the Team Lead will also:

- Contribute to year-long professional development plan and provides whole staff professional learning (when relevant) in their area(s) of expertise.
- Collaborates with school leaders and other teachers to align teacher supports to advance school-wide instructional priorities.

Instruction and Student Achievement

- Must be student focused
- Know the digital curriculum for assigned grade levels

- Know how to support students both face-to-face and at a distance
- Demonstrate knowledge of the Illinois state standards and testing requirements
- Research and create learning opportunities that complement/supplement the digital curriculum, for the purpose of differentiating and individualizing
- Track and assess student academic progress and attendance; use data to inform decisions
- Individualize instruction to help each student achieve curricular objectives
- Consistent and ongoing communication with families/ parents/guardians about their student-both achievements and opportunities for growth
- Generate informal and formal reports regarding student performance and progress
- Support students with special needs, including participation on IEP teams as needed
- Prepare students for standardized tests and proctor site-based exams

Virtual Instructional Environment

- Create and manage student and family contacts (contact logs)
- Establish relationships with both students and their families
- Support parents with school set-up and logistics questions
- Organize orientation, training, social, and educational activities for students and families
- Understand the LMS and how to support students in digital content
- Use data dashboard to manage playlists, pathways and student progress

Professional Responsibilities

- Build community by contributing to school message boards, newsletters, and events
- Travel to and participate in staff meetings and professional development sessions
- Support the school administration
- Participate and lead PLNs or PLCs
- Mentor new teachers to the team
- Performs related duties as assigned.

Education and Experience:

Minimum

- Have 2 or more years of teaching experience
- Hold appropriate state certification
- Have strong written and verbal communication skills
- Possess organization and time-management skills
- Be proficient in MS Excel, MS Word, MS Outlook, and the Internet
- Allow for flexible schedule

Desirable

- Master’s Degree in Education
- Minimum 5 years’ experience leading students in a virtual or blended environment
- Experience in a charter school or school of choice environment
- Special education training and experience
- Additional experience and training in other aspects of digital learning and/or information science

Licensing / Certification Requirements:

- A valid teacher license in any state* or will complete all teacher preparation program requirements *Note: To be eligible for selection to a teacher position, verification of licensure must be completed.

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.
- An ability to learn new technology tools quickly (e.g., database and web-based tools)

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

In compliance with Federal Law, this school administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

JOB DESCRIPTION: Teacher, Virtual School

Job Code: **Department:** Learning and Teaching Services **Location:**

Approved By:

FLSA Status: Exempt

Last Revised:

Version: Final

Summary: Teaching in a virtual charter school requires a strong educational background and a firm commitment to our innovative model. Teachers provide Synchronous and asynchronous learning experiences. All classroom teachers shall meet the following employment criteria: A valid teaching credential; demonstrated expertise to competently perform the functions of the job; professional verification of successful classroom teacher performance (student teaching experience or status as an intern); evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the State Board of Education; demonstrated ability to serve as a positive role model for youth. Regular attendance and punctuality is essential.

Essential Duties: (These duties represent a sample and may vary by position.)

Instruction and Student Achievement

- Must be student focused
- Know the digital curriculum for assigned grade levels
- Know how to support students both face-to-face and at a distance
- Demonstrate knowledge of the Illinois state standards and testing requirements
- Research and create learning opportunities that complement/supplement the digital curriculum, for the purpose of differentiating and individualizing
- Track and assess student academic progress and attendance; use data to inform decisions
- Individualize instruction to help each student achieve curricular objectives
- Consistent and ongoing communication with families/ parents/guardians about their student-both achievements and opportunities for growth
- Generate informal and formal reports regarding student performance and progress
- Support students with special needs, including participation on IEP teams as needed
- Prepare students for standardized tests and proctor site-based exams

Virtual Instructional Environment

- Create and manage student and family contacts (contact logs)
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- Support parents with school set-up and logistics questions
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- Understand the LMS and how to support students in digital content
- Use data dashboard to manage playlists, pathways and student progress

Professional Responsibilities

- Build community by contributing to school message boards, newsletters, and events
- Travel to and participate in staff meetings and professional development sessions
- Support the school administration
- Participate and lead PLNs or PLCs
- Mentor new teachers to the team
- Performs related duties as assigned.

Education and Experience:

Minimum

- Have 2 or more years of teaching experience
- Hold appropriate state certification
- Have strong written and verbal

Desirable

- Master's Degree in Education
- Minimum 5 years' experience leading students in a virtual or blended environment
- Experience in a charter school or school of

<ul style="list-style-type: none"> communication skills • Possess organization and time-management skills • Be proficient in MS Excel, MS Word, MS Outlook, and the Internet • Allow for flexible schedule 	<ul style="list-style-type: none"> choice environment • Special education training and experience • Additional experience and training in other aspects of digital learning and/or information science
<p>Licensing / Certification Requirements:</p> <ul style="list-style-type: none"> • A valid teacher license in any state* or will complete all teacher preparation program requirements *Note: To be eligible for selection to a teacher position, verification of principal licensure must be completed. • Excellent oral and written communication skills. 	
<p>Knowledge / Skills / Abilities:</p> <ul style="list-style-type: none"> • Knowledge of current trends in virtual learning related to teaching and learning. • Knowledge of Common Core State Standards and K-12 curriculum and instructional programs. • Knowledge of course management systems for online instruction. • Knowledge of and experience in sound fiscal practices, including management of department resources. • Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment. • Project management skills, including the ability to deploy resources and manage multiple projects • Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives • Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making. • Leadership and organizational skills. • An ability to learn new technology tools quickly (e.g., database and web-based tools) 	
<p>Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.</p>	

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JOB DESCRIPTION: Counselor K-8, Virtual School

Job Code: **Department:** Learning and Teaching Services **Location:**

Approved By:

FLSA Status: Exempt **Last Revised:** **Version:** Final

Summary: The School Counselor K-8 will virtually assist students and parents/learning coaches with course selection, scheduling and will be the initial point of contact for student concerns that span multiple subject areas as well as non-academic issues. The school counselor K-8 must have strong technology skills; Excellent communication skills, both oral and written; Student-focused approach; Excellent attention to detail and organizational skills; High degree of flexibility; Team player with demonstrated leadership skills; Demonstrated ability to work well in fast-paced environment.

The School Counselor K-8 will be responsible for the successful completion of the following tasks:

- Advise students and families related to academics, middle school transition and later work collaboratively with the 9-12 counselor in graduation planning;
- Assist students and parents with the course selection process maintaining the student needs and interests as a focus.
- Review student transcripts and the entry of credits into the online transcript system;
- Follow procedures to ensure that transcripts are accurate and up-to-date;
- Work with the Head of School to obtain school records from the student’s previous school (where applicable) and forwarding student records when appropriate;
- Implement programs for students and families related to interpersonal adjustment issues;
- Work with school teams to identify and help families access school and community resources;
- Participate in the development of crisis prevention and management plans for the school and serve as a key member of the Student Support Team
- Coordinate a team of teachers to help identify students who are “at risk” or “in crisis”; Act as the main point of contact for these students and families, communicating regularly with them;
- Support families through the school withdrawal process, assisting with data collection regarding withdrawal;
- Report and refer critical incidents that jeopardize student well-being as obligated by law, administrative regulations, or ethical standards. Stay abreast of all state regulations relating to incident reporting and documentation;
- Assist teachers when students enroll mid-semester, making sure that teachers receive guidance on integrating the students into their coursework, and ensuring that previous grades, credits, and evaluations are handled appropriately;
- Communicate with the Curriculum Team to ensure that curriculum offerings meet state requirements;
- Understand the requirements for and assist the principal to facilitate the administration of all testing, including ACCESS, MWEA, DIBELS, mCLASS TRC, PARCC, ISA, NAEP;
- Help students to research and understand their career and educational interests and options;
- Support professional development activities for teachers and school staff members;
- With 9-12 counselor, coordinate high school graduation ceremonies;
- Other duties as assigned.

Education and Experience:

Minimum

- Certification in School Counseling
- Have strong written and verbal

Desirable

- Master’s Degree counseling
- Minimum 5 years’ experience in High School

- communication skills
- Possess organization and time-management skills
- Be proficient in MS Excel, MS Word, MS Outlook, and the Internet
- Flexible
- Bachelors degree in education, business management, business systems or related field

- counseling
- Experience in a charter school or school of choice environment
- Additional experience and training in other aspects of digital learning and/or information science

Licensing / Certification Requirements:

- A valid license or will complete all preparation program requirements *Note: To be eligible for selection, verification of licensure must be completed.
- Excellent oral and written communication skills.

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.
- An ability to learn new technology tools quickly (e.g., database and web-based tools)

Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, foodservice, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems; Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records; Ability to apply empirical principles and procedures in work performed; preparation of financial and statistical documents and reports; Analyze student achievement data, draw logical conclusions and prepare comprehensive reports; Establish and maintain cooperative relationships with all partners; Deal effectively and graciously with situations requiring tact and judgment; Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

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JOB DESCRIPTION: Counselor 9-12, Virtual School

Job Code: **Department:** Learning and Teaching Services **Location:**

Approved By:

FLSA Status: Exempt

Last Revised:

Version: Final

Summary: The School Counselor 9-12 will virtually assist students and parents/learning coaches with course selection, scheduling and will be the initial point of contact for student concerns that span multiple subject areas as well as non-academic issues. **The school counselor 9-12 must have strong technology skills; Excellent communication skills, both oral and written; Student-focused approach; Excellent attention to detail and organizational skills; High degree of flexibility; Team player with demonstrated leadership skills; Demonstrated ability to work well in fast-paced environment.**

The School Counselor 9-12 will be responsible for the successful completion of the following tasks:

- Advise students and families related to academics, career planning and graduation;
- Keep abreast of all high school graduation requirements, including special requirements such as community service, and communicate this information to the High School Coordinator and to the principal;
- Assist students and parents with the secondary school course selection process according to specific state credit and graduation requirements and student needs and interests. An integral part of this process is assisting students and parents to develop a Four-Year Plan for meeting graduation requirements;
- Advise students with issues related to dropping courses and changing schedules, seeking support as needed, while ensuring that the school's course selection and drop policies are adhered to;
- Review student transcripts and the entry of credits into the online transcript system;
- Follow procedures to ensure that transcripts are accurate and up-to-date;
- Work with the Head of School to obtain school records from the student's previous school (where applicable) and forwarding student records when appropriate;
- Implement programs for students and families related to interpersonal adjustment issues;
- Work with school teams to identify and help families access school and community resources;
- Participate in the development of crisis prevention and management plans for the school and serve as a key member of the Student Support Team
- Coordinate a team of teachers to help identify students who are "at risk" or "in crisis"; Act as the main point of contact for these students and families, communicating regularly with them;
- Support families through the school withdrawal process, assisting with data collection regarding withdrawal;
- Report and refer critical incidents that jeopardize student well-being as obligated by law, administrative regulations, or ethical standards. Stay abreast of all state regulations relating to incident reporting and documentation;
- Assist teachers when students enroll mid-semester, making sure that teachers receive guidance on integrating the students into their coursework, and ensuring that previous grades, credits, and evaluations are handled appropriately;
- Communicate with the Curriculum Team to ensure that curriculum offerings meet state requirements;
- Implement special programs such as Advanced Placement support, SAT and ACT Preparation, and college entrance preparation;
- Understand the requirements for and assist the principal to facilitate the administration of all high school testing, including exit exams, PSAT, SAT, ACT, and AP exams;
- Help students to research and understand their post-secondary career and educational options;

- Assist with student preparation of applications for college and jobs;
- Educate students and parents about college admissions requirements and financial aid;
- Support professional development activities for teachers and school staff members;
- Coordinate high school graduation ceremonies;
- Other duties as assigned.

Education and Experience:

Minimum

- Certification in School Counseling
- Have strong written and verbal communication skills
- Possess organization and time-management skills
- Be proficient in MS Excel, MS Word, MS Outlook, and the Internet
- Flexible
- Bachelors degree in education, business management, business systems or related field

Desirable

- Master's Degree counseling
- Minimum 5 years' experience in High School counseling
- Experience in a charter school or school of choice environment
- Additional experience and training in other aspects of digital learning and/or information science

Licensing / Certification Requirements:

- A valid license or will complete all preparation program requirements *Note: To be eligible for selection, verification of licensure must be completed.
- Excellent oral and written communication skills.

Knowledge / Skills / Abilities:

- Knowledge of current trends in virtual learning related to teaching and learning.
- Knowledge of Common Core State Standards and K-12 curriculum and instructional programs.
- Knowledge of course management systems for online instruction.
- Knowledge of and experience in sound fiscal practices, including management of department resources.
- Ability to exercise sound judgment and creative problem-solving techniques in a technological and customer-oriented environment.
- Project management skills, including the ability to deploy resources and manage multiple projects
- Ability to predict, analyze, and manage cultural and technological changes within the organization to accomplish district objectives
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.
- Leadership and organizational skills.
- An ability to learn new technology tools quickly (e.g., database and web-based tools)

Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, foodservice, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems; Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records; Ability to apply empirical principles and procedures in work performed; preparation of financial and statistical documents and reports; Analyze student achievement data, draw logical conclusions and prepare comprehensive reports; Establish and maintain cooperative relationships with all partners; Deal effectively and graciously with situations requiring tact and judgment; Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

Physical Requirements: The work requires frequent walking with periods of sitting. This job requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

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