

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Executive Director, Online Learning	REPORTS TO:	Chief Innovation Officer
DEPARTMENT:	Integrated Technology Support Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	042
ISSUED:	June 9, 2015		

BASIC FUNCTION:

Serve as the Online Learning visionary, strategic, and executive leader, exercise educational leadership in the broader San Diego community, and is the primary voice of benefits of online learning to the public, School District, relevant unions, and other interested parties. Plan, organize, manage, and direct the daily operations of assigned functions in support of Online Learning; review, develop, implement, and communicate district-wide policies and procedures to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices; plan, direct, coordinate, organize, and implement the Online Learning program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Envision a coherent, articulated pre-K-12 online educational initiative, with integrated, comprehensive community school support services. ***E***

Develop a strategy for dramatic, demonstrable improvement in academic achievement including an increase in online enrollment, students' retention/graduation rates, college entrance rates, and drop in remedial course need. ***E***

Work closely with, and forge a team approach to school operations among key personnel, including school and district personnel. ***E***

Coordinate with all local universities and colleges, including and others for the efficient and effective use of their online resources, including curriculum innovation, teacher professional development, student-teacher involvement and training, academic counseling, and expansion and improvement of online school services. ***E***

Envision and plan for a coherent and articulated transition of high school graduates into San Diego Community Colleges and/or Universities. ***E***

Exercise general authority over all branches of online learning, including educational, community school support services, and business administration. ***E***

Direct the preparation of a comprehensive collaborative budget, including all grants, contributions from local universities and its faculty, charities, and others, and all local, state, and federal funding, for submission to the key stakeholders at the District, and directs the administration of the budget upon approval. ***E***

Act as the spokesperson for the District's online learning program to inform the San Diego community, the School District, the relevant unions, and other interested parties of online learning actions, programs, and activities. *E*

Form advisory councils or committees as appropriate to assist in formulating program policies and procedures. *E*

Provide for the creation and administration of quality in-service training for all online learning employees and approves conference/workshop attendance. *E*

Make recommendations for change in procedures and policies which are considered to be in the best interest of students, employees, and the community. *E*

Attend conferences and workshops that benefit his/her professional growth. *E*

Represent online learning in working with federal, state, county and other agencies. *E*

Take action during times of emergency and report such action to the governing board as soon as possible. *E*

Evaluate assigned staff. *E*

Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Minimum of a master's degree, preferably in educational leadership and administration with significant experience in executive-level management of a complex educational or other organization. High level executive experience in the delivery of online learning is preferred.

LICENSES AND REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Online learning sufficient to enable and support retention and persistence for all students including at-risk students.

Online learning sufficient to enable and support the increase of the likelihood for students to attend college.

Online learning sufficient to lower the number of remedial courses students need to take to enter college.

Online learning sufficient to increase enrollment in online learning programs.

ABILITY TO:

Analyze problems, make decisions, and be responsible for those decisions.

Communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment.

Use collaborative approaches to coordinating instructional and support programs.

Use quantitative evaluation methods to determine program effectiveness.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

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Job Code 1273

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