Job Title: **Virtual School Systems Coordinator**

Department:	Alternative Education
Reports To:	Site Principal
Grade:	CA-08
Number of Days:	12 Months
Security Access:	Building Site
Current Date:	July 1, 2015
Overtime Status:	Non-Exempt

Job Objectives: Assist students and parents with enrollment in the virtual high school program. Assist in the recruitment of student for the Virtual High School. Manage data from all virtual delivery platforms. Train Parents and students on the use of the specific virtual delivery platforms in which they are enrolled.

Minimum Qualifications:
- High school diploma or equivalent.
- College credit or degree preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Serves as Edgenuity/E2020 Coordinator for the district, facilitating student transfers for the virtual learning environments between schools when students transfer to new schools within the district and outside the district.
- District Liaison to Edgenuity/E2020 obtaining district, school, and individual reports. Serves as the coordinator for additional virtual learning platforms as assigned such as for Odessyware, Florida Virtual, or other vendor provided courses.
- Creates promotional materials for Tulsa Public Schools' School Innovations division and serves as the webmaster for the schools of innovation website.
- Assist students and parents in the enrollment process in the districts virtual school program located at the Tulsa Learning Academy.
- Serves as facilitator of communication for Tulsa Learning Academy communicating on a positive level with students, patrons, school site personnel, and department staff.
- Manage various social media platforms, data related to the virtual school enrollment, independent study programs, and contact information for all assigned students.
- Requires strong problem solving skills to assist students while working with the program to facilitate skills acquisition for parents, learning coaches and students in accessing the web-based instructional programs.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrable proficiency with Microsoft Office products including Word, Excel and Outlook; proficient in the Sharp School web hosting software.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

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