

Galion City Schools Job Description

TITLE: GALION ONLINE ACADEMY COORDINATOR

GENERAL DESCRIPTION:

The coordinator will work onsite to develop an educational atmosphere where students can fulfill their potential educationally, socially, and emotionally. In addition, teaching in this environment requires an understanding of how best practices from a regular classroom can be applied to this innovative model.

TERMS OF EMPLOYMENT: 184 Days

FLSA STATUS: Exempt

REPORTS TO: Assigned Building Principal
Or designee

LAST REVISED: July 2024

QUALIFICATIONS:

1. Satisfactorily pass a BCI background check.
2. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
3. State of Ohio Intervention Specialist Teaching License or any license provided an alternative Intervention Specialist license is secured within one year of employment.
4. Shall meet requirements of law and be governed by State law.
5. The Board may find such alternatives to the above qualifications appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Follows the Ohio Licensure Code of Professional Conduct.
2. Completes the State of Ohio requirements for gifted education to provide gifted education support to identified students.
3. Creates a classroom environment that is consistently conducive to learning and appropriate to the student's maturity and interests while encouraging open thought and new ideas.
4. Plans a program of instruction that meets the student's individual needs, interests, and abilities as much as possible, seeking the assistance of intervention specialists as required.
5. Works with online instructors to ensure quality of instruction and adherence to policies and procedures.
6. Monitors enrollment and re-enrollment processes, student progress, pacing, and completion rates, ensuring targets are met.
7. Review teacher-student communication logs from the student management system.
8. Prepares and submits student performance reports for staff, students, and parents.
9. Prepares and submits enrollment and attendance reports as mandated by the State.
10. Communicate with students about engagement, performance, and reaching goals.
11. Communicate with parents about student engagement and commitment.

12. Communicates with vendors and their staff about student performance and school needs.
13. Facilitates the implementation/coordination of the state standardized testing process for online students.
14. Participates in and attends school-related functions and activities, when necessary and applicable, including conferences and seminars as approved and appropriate.
15. Serves as an administrator of all online instruction programs.
16. Maintains contact with the Districts and agencies related to assigned areas.
17. Collaborates with other departments and colleagues.
18. Keeps well-informed about current trends and best practices in areas of responsibility.
19. Prepares or oversees the preparation of all required reports and maintains appropriate records.
20. Assists in the development of short- and long-range plans.
21. Anticipates potential problems and initiates steps to correct or solve them.
22. Uses appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
23. Provides instructions for substitute teachers.
24. Strives to implement, by instruction and action, the Board's philosophy of education and instruction goals and objectives.
25. Assesses student performance regularly offers student feedback, and provides progress and grade reports as required.
26. Interpret and review assessment and performance data with administrators and teachers; plan and implement appropriate action steps in response to assessment and performance data.
27. Takes reasonable precautions to protect students, equipment, materials, and facilities.
28. Maintains accurate, complete, and correct records as required by law and follows Board policy.
29. Develops reasonable classroom behavior and procedure rules that include a progressive discipline approach, maintains order in the classroom, enforces the Student Code of Conduct, and establishes school procedures.
30. Is open to acquiring new skills and improving professional competencies (i.e., workshops, in-service, professional leaves, coursework, and self-evaluation).
31. Attends staff meetings; serves on staff committees as needed.
32. Listens to and communicates skillfully with students, parents, administrators, other staff members, and the school community.
33. Supports the school's purpose through/with other staff members and maintains high expectations of students, oneself, and other professionals.
34. Encourages and supports learning by displaying attributes that include empathy, humor, and consistency.
35. Promotes cooperation and team effort through shared successes.
36. Demonstrates the ability to organize tasks to completion.
37. Identifies, analyzes, and solves problems.
38. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
39. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____