

# Virtual School Administrator

## Organization:

Nyssa School District School

Reports To: Superintendent

### **\*\*Job Summary\*\*:**

Nyssa School District seeks a knowledgeable Administrator to join our team. The Virtual School Administrator will develop and manage Virtual programs.

The Virtual School Administrator is responsible for leading the virtual school, including managing all aspects of its operations, ensuring high standards of academic excellence, and promoting a positive learning environment. This role involves strategic planning, staff management, curriculum oversight, and fostering relationships with students, parents, and the community.

### **\*\*Key Responsibilities\*\*:**

#### **\*\*Leadership and Management\*\*:**

- Provide visionary leadership and strategic direction for the virtual school.
- Oversee daily operations, including academic programs, student services, and key functions.
- Ensure compliance with state and federal education regulations.

#### **\*\*Academic Excellence\*\*:**

- Monitor and evaluate the effectiveness of the curriculum and instructional practices.
- Promote innovative teaching methods and the integration of technology in the classroom.
- Implement and oversee assessment programs to measure student performance and growth.

#### **\*\*Staff Supervision and Development\*\*:**

- Recruit, hire, train, and evaluate virtual school staff, including teachers and support staff.
- Foster a collaborative and professional working environment.

- Provide ongoing professional development opportunities for staff.
- Coordinate Virtual learning with Open ED

**\*\*Student and Family Engagement\*\*:**

- Cultivate a positive, inclusive school culture that supports student engagement and success.
- Communicate regularly with students, parents, and guardians to address concerns.
- Develop programs and initiatives to enhance student support services.
- Plan, promote, and co-host key outreach events, such as open houses, info nights, etc....

**\*\*Operational Oversight\*\*:**

- Manage learning center budgets and resources efficiently.
- Ensure the implementation of effective policies and procedures.
- Oversee the use and maintenance of virtual learning platforms and other technologies.

**\*\*Community Relations\*\*:**

- Represent the virtual school in the community and develop local partnerships.
- Advocate for the virtual school's needs and promote its achievements.

**\*\*Responsibilities\*\*:**

- Develop and implement standardized tests and other assessments.
- Analyze and report on assessment data.
- Support teachers with data-driven instructional practices.
- Ensure compliance with regulations.
- Manage assessment technology and data systems.
- Oversee OSAS testing schedules and administration

**\*\*Qualifications\*\*:**

- State certification as a school administrator
- Minimum of 3 years of experience in educational leadership
- Charter School, Online Learning, and hybrid educational model experience preferred
- Strong understanding of virtual learning environments and educational technology.
- Excellent leadership, communication, and organizational skills.
- Proficient computer skills