



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Expanded Learning Pathways
Payroll/Personnel Type:	12 Month
Job #:	8656
Reports to:	Executive Director School Leadership and Innovation
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Direct, coordinate, and manage the Plano ISD Virtual Academy, Summer School Programs, eSchool, and campus-based blended and online learning.

Essential Functions:

- Direct and lead the Plano ISD Virtual Academy, Summer School Programs, eSchool, campus-based blended and online learning
- Collaborate with district leaders to ensure programs are effective and efficient
- Utilize specific data to monitor and improve the effectiveness of programs and services
- Develop and implement a system of clear communication, procedures, and expectations for all programs
- Ensure all programs are accomplishing the district's mission and goals
- Develop and implement a marketing plan for all programs that produce critical and timely information
- Integrate functions within areas of responsibility to facilitate effective and efficient programming to meet district goals and initiatives
- Obtain broad-based input for the identification, review, and analysis of resource, facility, and equipment needs for programs and services
- Utilize effective goal-setting processes to facilitate professional growth in staff
- Provide appropriate time, resources, and materials to support staff in accomplishing district goals
- Anticipate manage, and resolve conflict effectively by employing effective interpersonal skills
- Communicate the district's needs and programs to the parents and the community and respond to their concerns promptly
- Communicate the district's needs and programs to the campus administrative teams and respond to their concerns promptly
- Implement processes for developing online courses, researching and providing professional development specific to online teaching, and monitoring and motivating students as they work through online courses
- Ensure that programs and services are evaluated regularly and that the findings are used to improve programs and to support the district mission and goals
- Collaborate with other departments in the district to create and implement programs and services to effectively address the needs of all students
- Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

- Direct, evaluate, and develop a small group of employees



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Knowledge, Skills, and Abilities:

- Working knowledge of curriculum and instructional best practices for online learning and intervention
- Ability to evaluate virtual instructional programs and teaching effectiveness
- Strong communication, public relations, and interpersonal skills
- Strong knowledge of Internet and web-related technology
- Ability to develop relationships and maintain consistent contact with students, parents, and colleagues
- Understanding the services this leadership role provides for the students and families of PISD
- Strong organizational skill is a must
- Strong background in project management in coordinating the efforts of varied functional groups to create a unified result
- Strong leadership evidence working with summer school programs, intervention, enrichment
- Knowledge of House Bill 15 requirements for virtual school/online learning
- Ability to collaborate with multiple levels of district and campus leadership to appropriately design and implement programs
- Self-Starter who takes initiative
- Ability to budget and plan

Experience:

- Three years of teaching experience (Required)
- Experience with instructional technology (Required)
- Two years of experience in an instructional leadership role (Preferred)
- Online or blended leadership experience (Preferred)
- Experience as a campus administrator (Preferred)
- Experience leading a summer program (Preferred)
- Experience with online instructional platforms (Preferred)

Education:

- Master's Degree (Required)
- Valid teaching certificate (Required)
- Mid-Management Certification (Preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.