



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

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<b>Position Title:</b>	Director of Virtual and Gifted Learning
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Chief Academic Officer
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Director of Virtual and Gifted Learning performs duties required to direct and coordinate district level facilitation and implementation of the Virtual Learning Program and Gifted and Talented Education; in addition to the facilitation and implementation of district-wide instructional technology integration and professional development in support of the vision and the work of the Academic Office. The Director of Virtual and Gifted Learning will oversee the operation and administration of gifted education, supervise Virtual Education Program Administrator, and full-time virtual learning programs including online credit recovery options and online summer school options. This position reports to the Chief Academic Officer and ensures that the advancement of instructional technology and other innovative programming supports the vision and strategic priorities of the District.

**Essential Functions:**

- Steward a vision/mission for virtual learning and gifted and talented education that supports the achievement of educational goals, standards, policies, and procedures
- Develop virtual learning/instructional technology goals or plans including hardware and software selection, quality assurance, and course offerings
- Support special projects and initiatives, as needed to ensure strategic priorities and the mission of the District are accomplished, especially in the area of innovation, virtual learning, and instructional technology
- Facilitate PD and technology training for staff in the implementation of virtual learning platforms and strategies, course management systems, and digital applications
- Maintain knowledge of current developments and research to support virtual instructional goals
- Coordinates with the Dept. Superintendent of Technology Services to direct and support the technical operation of virtual learning classrooms and equipment, and troubleshoot and resolve issues with virtual learning equipment or applications
- Manage budget for Virtual Learning Program and Gifted and Talented Education (GATE)
- Purchase equipment or services in accordance with virtual learning program and GATE; select, direct, and monitor the work of vendors that provide products or services for distance learning programs
- Improve and innovate teaching and learning through research-based professional development
- Increase and sustain the utilization of technology and technology strategies to support student learning
- Analyze data to assess virtual and gifted learning programs, instruction, and achievement to inform decisions for innovative instructional programming
- Coordinate with Recruitment and Counseling Division the identification, testing, and placement of gifted students
- Plan, support, and organize the recruitment of students for the gifted program through print, electronic and media
- Supervise the gifted testing process



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- Supervise and evaluate the performance of the gifted education office staff and Psychological Examiners assigned to gifted testing
- Research and recommend alternative testing and identification methods
- Coordinate and facilitate universal gifted screening
- Ensure high levels of satisfaction, sense of belonging, and professionalism with and among all staff

**Knowledge, Skills, and Abilities:**

- Requires the ability to effectively manage a virtual learning environment, virtual instructional design, highly skilled in the use of digital applications and productivity tools
- Deep understanding of national and state Gifted Education standards, curriculum, and instructional best practices
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities
- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Collaborate with others to create a compelling shared vision, strategies, and goals for school success
- Communicate effectively and persuasively in writing, in one-on-one communications, in meetings, and in large group presentations both virtually and in-person
- Collaborate effectively with organizations in the community and relate to the public in a positive and constructive manner (e.g., parents, interest groups, supporters, government agencies)
- Use a data-driven approach to assess and make decisions for improving student achievement, employee performance, and school operations
- Establish and manage projects to successful completion
- Demonstrate effective talent management practices, including selection, staffing, supervision, performance appraisal, performance recognition, staff development and promotion
- Lead change initiatives that ensure sustainability
- Establish and maintain effective working relationships
- Demonstrate critical thinking skills when reviewing data and addressing issues that involve both abstract and concrete variables
- Surface problems, initiate action, and solve problems in a timely manner
- Ensure equity among programs and learning opportunities for staff, students, and parents
- Demonstrate appreciation for and sensitivity to diversity
- Ensure effective performance management and staff development practices are in place for all school staff
- Demonstrate initiative and follow-through of own professional development plans
- Demonstrate emotional intelligence, integrity, fairness, and ethical behavior

**Experience:**

- Minimum of four full years of experience as a full-time educator in a PreK-12 setting (required)
- Experience as a principal (required)
- Evidence of success as a school leader in a virtual environment (preferred)
- Evidence of leading large-scale technology-based virtual learning initiatives, projects, professional development and academic programs (required)



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- Minimum of three years of experience providing formal instructional coaching supervision to educators in a PreK-12 setting (preferred)
- Experience in leadership position in gifted education setting (preferred)

**Education:**

- Master's Degree or above in Education (required)
- Gifted Certification (highly preferred)
- Valid school administrator license in the state of Missouri Administrator Certification (required)
- Degree, program, or credentialing of educational technology program (highly 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
- Must be able to maintain an online/digital presence for several hours per day

**Working Conditions and Environment:**

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

**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.***



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