



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

7/21/22

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to the current job description for “Virtual Learning Supervisor”,

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 “Duties”: Job Description

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a job description for “Virtual Learning Supervisor.” The attached proposal for changes in the job description are more aligned to the expectations of the current position, as needs in the role has changed over time.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions for “Virtual Learning Supervisor”,

CONTACT PERSON:

Malina Owens

Principal/Administrator

Malina Owens

District Administrator



Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.*

Kenton County School District
Job Description: Virtual Learning Supervisor
Job Class Number: 4005

TITLE: Virtual Learning Supervisor

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision
2. Valid Kentucky teaching certificate
3. Minimum of three (3) years successful teaching experience

REPORTS TO: Director of Districtwide Programs

SUPERVISES: All Kenton County School District employees assigned to the KCSD Virtual Learning Center

JOB GOAL: To use leadership, supervisory and teaching skills in managing the day to day educational and instructional services to provide students in the KCSD Virtual Learning Center with appropriate educational experiences

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with district and school administrators regarding intake, academic and social emotional learning needs and transition of all Virtual Learning students in the program
2. Oversee attendance, enrollment and withdrawal of **Virtual Learning Center** students
3. Monitor all ~~student~~ progress **of students that have been assigned to the Virtual Learning Center**
4. ~~Assign letter grades to students at the completion of the course~~
5. ~~Schedule weekly tutoring sessions with KCSD Virtual Learning Center tutors~~
6. ~~Supply academic information to Athletic Director at the school of residence for any students needing an eligibility report per state requirements~~
4. Connect students to school based therapy/support as needed
5. Conduct parent conferences
6. Supervise all staff assigned to the KCSD Virtual Learning Center
7. Collaborate with District and schools to ensure the progress monitoring and implementation of student IEPs
8. Maintain educational records **of all students that have been assigned to the Virtual Learning Center**
9. Responsible for ensuring all Virtual Learning students are scheduled for appropriate state assessments and serve as Building Assessment Coordinator for all applicable students
10. Represent KCSD Virtual Learning Center at all necessary district and state meetings, as appropriate
11. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 205 Days
- Salary Schedule: Administrative Index for Virtual Learning Supervisor
- FLSA Status: Exempt

EVALUATION: Performance of the position will be evaluated by Director of District Wide Programs

APPROVED:

REVISED: 06/01/2015, 08/03/2015, 06/14/2018, 09/09/2019, **08/01/22**