



401 N Canyon City Blvd | Canyon City, OR 97820-6111

**Title:** Online School Coordinator

**Position:** LICENSED

**MINIMUM**

**QUALIFICATIONS:** Maintain a current Oregon Teaching License.

**REPORTS TO:** Grant Union JR/SR High School Principal

**JOB SUMMARY:** This position requires an experienced educator to coordinate the online school for Grant School District #3. The teacher will be responsible for program organization, implementation, and instruction throughout the day. This is a full-time in building position.

**JOB REQUIREMENTS:** The Online School Coordinator assumes specific responsibilities delegated by the principal. Major responsibilities include but are not limited to assisting students in their online education, attendance records, and communication with parents and students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs duties assigned by the GU JR/SR HS Principal and:

- Design and implement an online education platform.
- Follows all district policies and procedures.
- Design, implement, and assess locally vetted project-based learning to supplement and enhance the online curriculum.
- Aid students in pursuing accelerated learning through a course challenge process.
- Coordinate credit-recovery both during the school year and summer school.
- Manage college and dual-credit enrollment and aid students in efforts.
- Manage student records, attendance, and progress in online, credit-recovery, and college coursework.
- Teach and tutor students throughout the day in a variety of coursework and platforms.
- Develop student support plans when students are off-track.
- Ensure all coursework meets state and federal content standards.
- Communicate directly with parents regarding student progress.
- Work closely with Career Coordinator to ensure students are enrolled in courses to meet graduation requirements.
- Performs other duties and assumes such other responsibilities at the direction of the GU JR/SR HS Principal.

---

**Board of Directors:**

Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor

- Grade input and management of student data and grades in coordination with teachers of record.
- Will be responsible for cleaning and disposal of body fluids as directed.

**EVALUATED BY:** Evaluation of this job will be done annually by the Grant Union JR/SR High School principal in accordance with provisions of the District Policy on Evaluation of Staff/GCN/GDN.

**TERMS OF EMPLOYMENT:** Work year and extra-duty salary and benefits as negotiated with the Board of Directors. Up to 30 additional days (to include summer school) as per CBA which will be based on per diem rate.

**This job description is to be used as a guide and may be changed or updated at any time. It is in no way intended to serve, in part or in whole, as an offer of employment or an employee agreement.**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.**

REVIEWED AND AGREED TO BY : \_\_\_\_\_

DATE: \_\_\_\_\_