



DISTRICT ONLINE LEARNING COORDINATOR - TOSA

Position Summary

The District TOSA is a ONE-YEAR temporary position. This educator works with teachers, administrators, families, and the community to inform, support, and advocate for TAG services in Eugene 4J Schools.

Supervisory Relationship

This TOSA is supervised by the Curriculum Administrator in the Instruction Department.

Essential Functions

1. Supervises online program and support staff by visiting learning labs regularly and offering support, as needed. Communicates with Fuel Education directly to proactively solve on-site problems and issues. And acts as a communication conduit for schools and Fuel Education. Provides input into classified staff evaluation.
2. Coordinates online program by screening students and assigning courses, verifying grades and working with School-based Counselors and Registrars.
3. Coordinates student orientations and regularly communicates with parents/students and building staff regarding course progress.
4. Schedules, facilitates, and proctors district and state assessments for online students.
5. Collaborates with Online Learning Provider, Instruction, Technology, Student Services, and Alternative Education to plan and implement professional development for online teachers and support staff, gathers feedback and input on professional development and proactively plans for the following year of implementation of professional learning.
6. Coordinates, communicates and evaluates student data for all online students, including but not limited to: assessment data, enrollments, course success rates and transcripts.
7. Collaborates with Curriculum Administrator to manage program budgeting and purchases.
8. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively, orally, and in writing;
2. Strong knowledge of instruction and assessment, including the ability to analyze data from multiple sources;
3. Strong knowledge of Common Core standards;
4. Strong instructional technology skills;
5. Experience with online educational programs;
6. Strong organizational skills.

Minimum Qualifications

Education

- Master's Degree in related field.

- Valid Oregon Teachers License required.
- Evidence of multi-cultural experience and cultural competency; and
- ESOL endorsements preferred.

Experience

- At least four years of experience working with students and teachers;
- Demonstrated successful experiences working with teachers and administrators supporting students;
- Experience with online educational programs.
- Experience implementing effective instructional strategies.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Developed by	Maddy Ahearn, Math Administrator
Pay Grade	Licensed Salary Schedule
Approved by	Charis McGaughy, Assistant Superintendent for Instruction Cydney Vandercar, Director of Human Resources
Last revised	August 2017

Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date