

## Job Description

**Job Title:** Virtual Learning Specialist

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Supervisor of Instructional Technology

**Pay Grade:** 40

**Contract Length:** 245 days

### Job Summary

The Virtual Learning Specialist, in collaboration with instructional supervisors and technology personnel, is responsible for supporting the school division's online learning initiatives to include the Virtual Learning Academy. The VLS will support virtual learning academy instructors to help promote quality online teaching, learning, and assessment through coaching and training. Position functions within the Technology Department as a district-wide virtual learning and curriculum specialist.

### Essential Duties

1. Provides a high level of support, through coaching teachers and other school staff in the use of online and blended learning strategies, digital content, and collaborative learning networks to support and extend learning using a variety of research-based, learner-centered instructional strategies and assessment tools to address the diverse needs and interests of all students.
2. Contributes to the planning, development, communication, implementation, and evaluation of the mission and vision of the Virtual Learning Academy.
3. Selects evaluates, manages, and models a variety of digital tools and resources for teacher and student use in the virtual learning environment.
4. Assists in the observation of virtual learning instruction within the Canvas LMS and provides feedback to VLA teachers and administrators to improve the planning, delivery, and evaluation of student learning experiences.
5. Advocates for policies, procedures, and programs to support the implementation and continued growth of the Virtual learning Academy.
6. Establishes an environment that encourages innovative, creative, and independent use of instructional technology.
7. Works collaboratively and communicates effectively with district-level instructional supervisors to evaluate, select, and implement virtual learning experiences addressing Virginia Department of Education Standards of Learning.
8. Models and promotes digital citizenship by facilitating safe, healthy, legal and ethical use of digital information and technologies.
9. Trains the virtual learning academy teachers on the division's learning management system, the guidelines, and processes involved therein.
10. Identifies technology integration competencies among instructional staff, in collaboration with administrators, and delivers appropriate coaching, training, and resources to support the professional growth of teaching staff in the division's alternative high school programs.
11. Designs and conducts professional development opportunities, modeling principles of adult learning that promote best practices for teaching, learning, and assessment for online learning programs for teachers and administrators of the Virtual Learning Academy.
12. Evaluates results of professional learning programs to determine the effectiveness of deepening teacher content knowledge, improving teacher pedagogical skills and/or increasing student learning.
13. Engages in continual learning to deepen content and pedagogical knowledge in technology integration and current and emerging technologies necessary to implement the ISTE Standards-S(students) and ISTE Standards-T (teachers).
14. Models non-discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

1. Regularly evaluates and reflects on their professional practice and dispositions to improve and strengthen their ability to effectively model and facilitate technology-enhanced learning experiences.
2. Supports the collaboration and communication among school and district staff through the management of electronic interaction venues, e.g. learning management system learning modules, websites, and video-conferencing.
3. Supports and contributes to the planning, development, implementation and evaluation of the Newport News Public Schools Strategic Plan and the Educational Technology Plan at the division and school level.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s or Master’s degree and be eligible for a Virginia teaching license. Must possess a minimum of five years of classroom teaching experience, preferably with some of that experience in a virtual setting. Must possess at least three years of experience as an Instructional Technology Coach or equivalent field. Education certifications such as ISTE, Canvas, and/or Google preferred. Must possess effective instructional delivery techniques and excellent communication skills. Must possess the ability to coach and train instructional staff. Must possess an in-depth knowledge of computer instructional applications and curriculum development. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a classroom or computer lab environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Instructional Technology

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Virtual Learning Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the immediate Supervisor or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

