POSITION: Allen East Digital Academy Coordinator

District: Allen East Local Schools  County: Allen
Deadline: May 9, 2014  Salary: Negotiable depending on experience
Contact: Mr. Mel Rentschler, Superintendent
         Allen East Local Schools
         9105 Harding Highway, Harrod, Ohio 45850
         Email: renschlerm@ae.noacsc.org

This is a full time (258 day contract) with salary and benefits determined by skill and experience level.

QUALIFICATIONS:
• Prefer a teaching license, but not required.
• Experience or commitment to learn on-line computer curriculum.
• Having working knowledge of the OAA, OGT, ACT and all other state/national standardized tests.
• Skillfully interacting with students, parents, staff, and the public.
• Use public relations skills to promote the digital academy.
• Display enthusiasm for education and articulate a vision for the digital academy.
• Have working knowledge of OHSAA eligibility requirements.
• Have working knowledge of Ohio Department of Education guidelines for on-line and credit flexibility options.
• Meet all health requirements mandated by law.
• A clear record as determined by the FBI/BCII check.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:
• Recruit and maintain an acceptable number of students in the digital academy.
• Be available for all enrollment meetings.
• Meet weekly with parents and students to communicate progress.
• Coordinate all tutoring as needed.
• Develop and implement a summer digital academy program.
• Attend professional development with the on-line curriculum platform provider.
• Assist students in the method of using the on-line curriculum platform.
• Manage data for quarterly progress as required by the OHSAA.
• Develop and implement a monitoring system to check on student progress.
• Work with the counseling department for the implementation of any state mandated testing and graduation requirements.
• Work with the athletic and counseling departments on all eligibility issues.
• Schedule and maintain on-site working hours for students to attend the digital academy.
• Work with the treasurer, building administrators, and superintendent to develop and handle administrative budgets and reports.
• Develop guidelines and procedures for the operation of the digital academy.
• Coordinate with the on-line platform coordinator.
• Collaboratively work with special education providers, the counseling department, and regular education teachers on any issues the students and/or parents may be experiencing.
• Make home visits to check on the needs of the students and parents.
• Maintain a positive rapport with all students (with special emphasis toward at-risk and special needs children).
• Develop an individual education plan for all students.
• Manage students in a positive manner and develop a disciplinary program to help students stay on task. Work collaboratively with each building administrator on the most difficult disciplinary issues.
Please Email or mail the following to the above address:

1. Cover letter
2. Resume
3. Letters of recommendation (minimum 3)
4. Copy of current licenses or relevant certifications
5. College transcripts
6. Completed application found on the school website