

Chester County Intermediate Unit
455 Boot Road, Downingtown, PA 19335

Position Description

Last Update: February 19, 2025

Position Title: Assistant Principal of High School Online Learning (BVA)

Department/Program: Brandywine Virtual Academy

Reports to (position): Principal of K-12 Online Learning (BVA)

Subordinate Positions: Manager of Driver's Education Center, Guided Study Coordinator, approximately 20 teachers

Brandywine Virtual Academy

Mission

Brandywine Virtual Academy (BVA) is the premier online learning provider powered by the Chester County Intermediate Unit for students, families, schools and partners seeking flexible, customized learning solutions.

BVA students benefit from the opportunities and services provided by their local schools and graduate with a school district diploma all while learning through our innovative, student-centered, comprehensive online program.

Vision

Our committed Pennsylvania-certified teachers and staff drive academic engagement and achievement for all students, by designing holistic, standards-aligned online learning experiences and robust, personalized support for every student and family.

Position Overview

The Assistant Principal of High School Online Learning collaborates with and supports the Principal in leading virtual education initiatives for grades 9-12. This role helps ensure excellence in online instruction and student support while implementing the organization's mission to provide flexible, customized learning solutions for high school students. The position combines educational leadership, technological expertise, and operational management to support engaging, standards-aligned online learning experiences that prepare students for post-secondary success. The position also leads the implementation of several key programs at the high school level, including the Guided Study Program, Driver's Education and the Wellness Check-In Service.

Budget Responsibility

- Works alongside the Principal to manage and track the direct budget of \$3,111,000 allocated for teachers and related educational fees.
- Collaborates in the oversight and optimization of the indirect budget of \$9,361,000 generated through partnership and enrollment revenue.
- Collaborates closely with the Budget Coordinator to maintain detailed budget tracking systems and assists in preparing regular financial reports to ensure program efficiency for driver's education.
- Directly supervises the Driver's Education budget, \$611,000.

Program Support and Implementation

- Collaborates with the Principal to implement comprehensive research-based frameworks that enhance the secondary virtual learning environment.
- Conducts regular analysis of learning analytics and student performance metrics to support data-driven program evaluation and improvement initiatives.
- Develops and maintains personalized learning pathways by analyzing student performance data, interest surveys, and adaptive learning technologies.
- Ensures consistent implementation of Quality Matters Standards, National Standards for Quality Online Learning, Universal Design for Learning principles, and Multi-Tiered System of Supports across all programs.
- Completes required Act 45 training and coordinates professional development initiatives to maintain program excellence.
- Other duties as assigned.

Curriculum and Instruction

- Partners with curriculum teams to develop and enhance high school courses that effectively integrate teacher presence, social interaction, and content mastery.
- Monitors and ensures proper implementation of Pennsylvania Core Standards across all course offerings and academic programs.
- Coordinates the development and delivery of college preparatory, honors and Advanced Placement courses to support student achievement.
- Oversees credit recovery programs and ensures they meet both student needs and academic standards.
- Implements and monitors competency-based progression models appropriate for secondary education.
- Manages the quality and delivery of online Career and Technical Education programs to ensure alignment with industry standards.
- Utilizes data analytics to develop and implement personalization strategies across both synchronous and asynchronous learning environments.
- Conducts regular course quality assessments and implements continuous improvement processes based on collected data.

- Reviews and approves student course placements while ensuring compliance with all procedural requirements.
- Conducts teacher evaluations using the Danielson Framework and the differentiated framework for teacher supervision and provides detailed, actionable feedback for improvement.

Student Support Services

- Manages the implementation and effectiveness of the Guided Study Program to support student academic success.
- Develops and maintains comprehensive systems for tracking credits and monitoring graduation requirements.
- Coordinates test preparation programs based upon district needs to support student achievement on standardized assessments.
- Implements targeted intervention strategies for academically at-risk students to improve outcomes.
- Collaborates with Special Education and Multi-lingual learner support teams to ensure appropriate accommodations and modifications.
- Oversees the delivery of social-emotional support services to address student well-being.
- Manages the Wellness Check-In Service to monitor program implementation and fidelity, student engagement and tracking and identify support needs. Works collaboratively with the Principal of Operations to ensure program quality and effectiveness at the high school level.
- Establishes regular social events, trips, clubs and other activities to connect students to teacher and peers.

Operational Management

- Ensures smooth daily operation of the virtual learning environment by monitoring systems and addressing technical issues.
- Coordinates with IT teams to maintain and improve technical infrastructure and support systems.
- Manages student assignment to courses and implements efficient problem-solving procedures.
- Oversees the evaluation of transcripts and coordinates credit transfer processes to ensure accurate student placement.
- Assists in planning and executing end-of-year ceremonies and recognition events.
- Implements and monitors PBIS-aligned disciplinary procedures and online safety monitoring tools to maintain a positive learning environment.

Professional Development

- Designs and facilitates professional learning communities that promote best practices in online education.

- Develops and delivers comprehensive teacher training programs focused on virtual instruction excellence.
- Coordinates ongoing professional learning initiatives to support faculty growth and development.
- Contributes to thought leadership by sharing best practices and innovative approaches to online learning.

Partnership Support

- Maintains regular communication with stakeholders through structured outreach and engagement programs.
- Monitors partnership performance metrics and prepares regular reports on program effectiveness.
- Coordinates virtual and on-site events and programs to enhance community engagement and student success.
- Ensures compliance with dual enrollment requirements and NCAA regulations for student-athletes.

Guided Study Program Leadership (approximately 10%)

- The Guided Study Program Coordinator manages a structured virtual learning environment that provides real-time monitoring, executive functioning support, and time management guidance for secondary students engaged in online education. This position plays a crucial role in helping students develop the skills and habits necessary for successful online learning while providing immediate academic and organizational support.
- Oversees daily operations of the virtual guided study environment, ensuring consistent, quality support during scheduled hours
- Supports the Guided Study Coordinator in:
 - Creating and maintaining a structured online learning space that promotes focus and academic success
 - Developing individualized support plans for students based on their specific learning needs and goals
 - Tracking student attendance, participation, and progress in the virtual study sessions
 - Implementing behavior management strategies that promote a positive and productive learning environment
 - Teaching time management strategies specific to the online learning environment
 - Helping students create and maintain digital organization systems for their coursework
 - Guiding students in developing effective planning and prioritization skills
 - Assisting students in breaking down large assignments into manageable tasks
 - Supporting students in creating and following study schedules

- Teaching strategies for managing digital distractions and maintaining focus
- Monitoring student engagement in real-time during virtual study sessions to ensure active participation
- Providing immediate assistance with academic organization and assignment prioritization
- Helping students develop effective notetaking and study strategies for online learning
- Maintaining communication with course instructors regarding student progress and challenges
- Collaborating with subject teachers to understand assignment requirements and expectations
- Supporting students in understanding and completing course assignments across multiple subject areas
- Generates regular reports on student engagement, achievement, and areas needing additional support and uses data to make decisions to continuously improve service to students and partners.
- Participates in student support team meetings to provide insight on student needs
- Implements a dynamic, continuous marketing, communications and engagement campaign to increase awareness of, and enrollment in the program.
- Develops resources and guides for students and families about online learning strategies
- Maintains regular communication with students, parents, and teachers regarding student progress
- Provides weekly updates to stakeholders on student participation and achievement
- Collaborates with special education staff to support students with IEPs and 504 plans
- Creates and distributes progress reports and intervention recommendations

Driver's Education Program Leadership (20%)

- Lead the management of the CCIU's Driver's Education Center, overseeing both virtual and on-site instructional components to ensure comprehensive and flexible learning options for students.
- Develop and implement a high-quality, standards-aligned curriculum for driver education that meets state regulations and promotes student safety.
- Collaborate with instructional and driving center staff to deliver engaging and effective virtual driver's education courses while coordinating on-site training sessions to provide hands-on driving experience.
- Ensure smooth scheduling, resource allocation, and operational excellence for both delivery methods.
- Collect and analyze student performance data to enhance program effectiveness and make data-informed improvements.
- Collect and analyze financial data to optimize resources and ensure program viability.
- Foster partnerships with families and districts to promote enrollment and student success in the Driver's Education Center.

- Implement a dynamic, continuous marketing, communications and engagement campaign to increase awareness of, and enrollment in the program.

Technical Expertise

- Deep understanding of online learning pedagogy and best practices
- Expertise with learning management systems and digital education tools
- Knowledge of curriculum development and instructional design principles for online learning
- Understanding of accessibility standards and adaptive technologies
- Familiarity with state education regulations and compliance requirements
- Advanced proficiency in analytics platforms, synchronous learning tools, assessment technologies and data visualization tools
- Experience with educational data analysis, performance dashboards, integration systems

Professional Competencies

- Demonstrates exceptional organizational skills and ability to manage multiple priorities effectively.
- Applies creative problem-solving approaches to address complex educational challenges.
- Exhibits a collaborative leadership style that promotes team success and innovation.
- Utilizes data-driven decision-making processes to improve program outcomes.
- Demonstrates cultural competence and sensitivity in all professional interactions.
- Shows consistent commitment to educational innovation and program improvement.
- Maintains flexibility and adaptability in responding to changing educational needs.
- Exhibits strong initiative and follow-through in implementing new programs and processes.

Leadership Style

- Demonstrates proactive and collaborative leadership approach
- Models adaptability and resilience in a dynamic educational environment
- Maintains composure and effectiveness under pressure
- Exhibits strong ethical judgment and professional integrity
- Shows initiative while supporting organizational vision and goals
- Strategic vision to anticipate and respond to evolving educational technology trends
- Ability to balance multiple stakeholder needs across districts, teachers, students, and families
- Strong change management skills to guide digital transformation initiatives
- Data-driven decision-making capability to assess program effectiveness and student outcomes

- Ability to drive a strong culture of innovation, data driven decision making, high expectations and customer service
- Ability to drive improvement through consistent use of data driven practices

Communication and Interpersonal Skills

- Communicates clearly and effectively across multiple platforms and contexts
- Builds positive relationships with diverse stakeholder groups
- Demonstrates active listening and responsive communication
- Facilitates productive dialogue and problem-solving discussions
- Shows cultural competence and sensitivity in all interactions

Management Capabilities

- Balances multiple priorities effectively
- Strong initiative, implementation and change management skills
- Makes sound decisions based on data and best practices
- Demonstrates strong organizational and time management skills
- Shows attention to detail while maintaining strategic perspective
- Exhibits flexibility in approach while maintaining high standards

Professional Mindset

- Maintains a growth mindset and commitment to continuous learning
- Shows enthusiasm for educational innovation and technology
- Demonstrates customer service orientation
- Takes ownership of responsibilities and outcomes
- Exhibits professional maturity and emotional intelligence
- Adaptability to embrace new technologies and pedagogical approaches
- Emotional intelligence to support teacher development and student success

Team Orientation

- Works effectively both independently and collaboratively
- Supports team members' professional growth and development
- Contributes positively to organizational culture
- Shows reliability and dependability in meeting commitments
- Demonstrates ability to navigate complex team dynamics
- Project management expertise to handle multiple concurrent initiatives
- Problem-solving ability to address technical and educational challenges

Knowledge

- Strong vision for innovative 9-12 online education delivery
- Deeply understands of 9-12 development and learning needs
- Expertise in 9-12 curriculum and assessment
- Ability to support teachers in meeting diverse learning needs of K-8 school students

- Understanding of elementary to middle school and middle school to high school transitions and requirements
- Commitment to providing programming so all students can access and succeed in virtual learning environments

Required Qualifications

- Masters's degree in education, educational leadership, or a related field
- Minimum of 5 years of experience in K-12 education, online learning, or operational management.
- K-12 Pennsylvania Principal's certificate
- Strong background in technology integration, SIS/LMS management, and virtual learning operations.
- Possesses proven experience in secondary education administration and program management.
- Proven ability to manage large-scale projects and cross-functional teams.
- Demonstrated experience in data analysis, process improvement, and stakeholder engagement.
- Exceptional interpersonal and communication skills.
- Experience with change management and innovation in educational settings.

Preferred Competencies

- Knowledge of Pennsylvania educational regulations and district operations.
- Familiarity with digital marketing and partner engagement strategies.
- Proficiency with data visualization and analytics tools.
- Experience in student support services, family engagement, or district partnership management.
- Experience managing Driver's Education programming

Working Environment

- Works daily at the Brandywine campus to ensure consistent program oversight and support.
- Operates effectively in a fast-paced, technology-driven educational environment.
- Engages regularly with diverse stakeholders across multiple communication platforms.
- Participates actively in a collaborative team environment focused on educational excellence.
- Adapts to dynamic decision-making requirements in a virtual education setting.

A. Skills and Abilities

1. Language Skills
 - a. Ability to read, analyze, and interpret technical procedures and software manuals
 - b. Ability to write effective reports, correspondence, and procedure manuals
 - c. Ability to effectively present information and respond to questions from Principals, staff, students and parents.
2. Mathematical Skills
 - a. Ability to apply basic mathematical concepts in the performance of routine assignments.
3. Technical Skills
 - a. Strong technical aptitude and problem-solving skills
 - b. Ability to work as part of a technical and educational team, coordinating work with others and escalating requests as necessary
 - c. Ability to troubleshoot Tier 1 technical issues.
 - d. Knowledge of PC and Mac operating systems
4. Reasoning Ability
 - a. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
 - b. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
 - c. Ability to apply sound judgment to resolve conflicts and solve problems.
5. Other Skills and Abilities
 - a. Ability to establish and maintain effective relationships with students, staff and parents
 - b. Skill in oral and written communication
 - c. Ability to communicate clearly and concisely
 - d. Excellent customer service skills
 - e. Excellent organizational skills
 - f. Strong technical aptitude and problem-solving skills
 - g. Ability and desire to learn new technologies

C. Clearances Required: Act 34, 151 and FBI Clearances

Physical Demands:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job, the employee is frequently required to sit, stand, and walk.
- B. The employee is frequently required to talk and listen.
- C. The position requires the employee to use hands to handle or feel, and to reach with hands and arms.
- D. The employee must occasionally lift and/or move up to 50 pounds.
- E. This job requires close vision and the ability to adjust focus.
- F. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and irregular or extended work hours.
- G. The employee is responsible for safety, well-being and work output of others

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.

- A. The noise level in the work environment is generally moderate.
- B. The temperature in the work environment is generally moderate.
- C. Evening and weekend hours will be required during peak periods.

Prepared by (signature): _____

Date: _____

Approved by (signature): _____

Date: _____