

## **CHESTER COUNTY INTERMEDIATE UNIT**

455 Boot Road, Downingtown, PA 19335

### **Administrative Position Description**

\_Last Update: 2/13/25

|                               |                                                               |
|-------------------------------|---------------------------------------------------------------|
| <b>Position Title:</b>        | Assistant Principal of K-8 Online Learning                    |
| <b>Division:</b>              | Brandywine Virtual Academy                                    |
| <b>Department/Program:</b>    | Brandywine Virtual Academy                                    |
| <b>Reports to: (position)</b> | Principal of K-12 Online Learning                             |
| <b>Subordinate Positions:</b> | Full- and part-time staff including approximately 22 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 K-8 Online Learning leads virtual education initiatives for grades K-8, ensuring excellence in online instruction and comprehensive student support. This position advances our mission to provide flexible, customized learning solutions tailored to elementary and middle school students' unique developmental and educational needs.

Combining educational leadership, technological expertise, and strategic vision, the Assistant Principal will create engaging, standards-aligned, and holistic online learning experiences that foster foundational academic success and social-emotional development. Working within a dynamic virtual academy environment, this role requires deep expertise in K-8 online learning frameworks, data-driven decision-making, and comprehensive stakeholder engagement to promote student achievement and readiness for future academic success.

### **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.

### **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.

### **K-8 Curriculum and Instructional Excellence**

- **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.
- Implements and monitors competency-based progression models appropriate for secondary education.
- Manages the quality and delivery of online K-8 programs to ensure authentic learning
- 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**

- 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 Supervisor 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.

### **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 K-8 online education delivery
- Deeply understands of K-8 development and learning needs
- Expertise in K-8 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

### **Working Environment**

- Reports daily to our Brandywine campus
- Dynamic, data-driven decision-making environment
- Regular stakeholder interaction across multiple platforms
- Collaborative team setting focused on innovation
- Fast-paced educational technology landscape

## **A. Required Qualifications**

- Pennsylvania Principal Certification
- Master's degree in Education, Educational Leadership, or related field, Doctorate preferred
- Minimum 6 years of teaching experience, with K-8 online teaching preferred
- Demonstrated success in online program leadership at the K-8 school level
- Proven expertise in K-8 online learning environments
- Advanced proficiency in learning management systems and educational technology
- Deep understanding of K-8 education frameworks and college/career readiness standards
- Comprehensive and in-depth knowledge of state and federal laws and guidelines for K-12 education.
- Experience in the design and delivery of online courses both synchronously and asynchronously
- Technical experience required includes state and federal education law, staff development, supervision and leadership, special education budget development and management, curriculum and assessment, and interagency collaboration.

## **B. Education and Experience (preferred)**

- Specialized training in instructional technology
- Specialized training in online teaching and learning
- Prior success in creating evidenced based and fiscally sound programs for online learning
- Prior success in creating social engagement programs and support services for online learning

## **C. Professional Certifications**

Level II Pennsylvania K-12 Principal Certification Required

## **D. Skills and Abilities**

### **1. Language Skills**

- a. Ability to read, analyze, and interpret professional literature, financial reports, legal documents, technical procedures, and governmental regulations.
- b. Ability to write reports, formal correspondence, and procedural documents that conform to prescribed style and format.
- c. Ability to effectively present information and respond to questions from groups of supervisors, administrators, staff, and the general public.
- d. Ability to effectively develop and present training sessions based on assessment of needs.
- e. Ability to respond to common inquiries or complaints from customers, agencies, vendors, or other members of the community.

### **2. Mathematical Skills**

- a. Ability to apply basic mathematical concepts in the performance of routine assignments.
- b. Ability to apply mathematical operations in statistical research involving reliability and validity studies, frequency distribution, analysis of variance, sampling theory, and factor analysis.
- c. Ability to communicate statistics for educational research, program management, and interpreting test scores.

### **3. Reasoning Ability**

- a. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- b. Ability to interpret technical instructions and regulations involving both abstract and concrete variables.
- c. Ability to apply sound judgment to resolve conflicts and solve problems.
- d. Ability to solve practical problems, take initiative, and deal with a variety of concrete variables where only limited standardization exists.

#### 4. Other Skills and Abilities

- a. Ability to apply knowledge of current research and theory in specific field.
- b. Ability to establish and maintain effective working relationships with staff, administration, parents, students, agencies, and the community.
- c. Ability to transport between central office and various locations throughout the county and state as required by the position.
- d. Ability to communicate clearly and concisely both in oral and written form.
- e. Ability to meet demands from several people, and to multi-task.
- f. Ability to utilize a computer for communication, budget development, data management, and report development.
- g. Ability to perform duties with awareness of all Board policies and procedures.
- h. Responsible for safety and output of others.
- i. Ability to meet demands from several people at any time.
- j. Ability to respond to and solve problems, simultaneously.
- k. Ability to remain calm in emergency situations, under pressure, and have a calming influence on others.

#### **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 position requires the employee to physically restrain students who are a threat to themselves or others.
- E. The employee must occasionally lift and/or move up to 10 pounds.
- F. This job requires close vision and the ability to adjust focus.
- G. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and irregular or extended work hours.
- H. The employee is responsible for the safety, well-being of staff and students.

#### **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 usually quiet to moderate depending on the work site.
- B. The work environment varies according to the location of the educational program within areas of responsibility (i.e. partial hospitalization site, alternative education site, regular public school buildings, administrative offices).
- C. This is a smoke-free/drug-free environment.

**Prepared by** (signature):

**Date:**

**Approved by** (signature):

**Date:**