

Title: Academic Excellence Online School Coordinator (TOSA)

<b>Title of Immediate Supervisor:</b> Principal of Duluth Area Learning Center/Academic Excellence Online	<b>Department:</b> ALC/AEO	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b>		<b>Pay Grade Assignment:</b> Duluth Federation of Teachers - (Qualifies for flexible year scheduling)

<b>General Summary or Purpose Of Job:</b>
Provides leadership and coordination of the District's Academic Excellence Online (AEO) programs and staff. Pursues various grant options and implements program improvement strategies within the District to support online learning growth and strategic leadership.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Field All AEO Inquiries: Receive all phone calls, appointments, and conferences; inform and advise students, parents, and staff; explain online learning processes including devices, communication, curriculum, and pacing; vet all applicants and discuss alternate education options where appropriate.	Daily 20%
2.	Coordinate AEO Enrollment Process: Assist through the enrollment and transfer process; participate in IEP reviews for OLL accommodations; manage enrollment paperwork and notify teachers of new students; create and send welcome instructions to students and learning mentors.	Daily 20%
3.	Advise Learning Mentors and Students: Research and develop best practices for learning mentors; help students establish online routines; create coaching materials (emails, videos, articles); coordinate all MCA and ACT testing arrangements.	Weekly 20%
4.	Serve as AEO and Family Liaison: Problem-solve with families needing assistance; track attendance and student progress issues; establish community and family outreach programs; if necessary, coordinate teacher meetings and/or device checkout; provide professional development for district counselors, administration and teachers.	Daily 10%
5.	Maintain MDE and NCAA OLL Compliance: Serve as primary contact person for compliance; coordinate data collection for annual reporting, program updates, and MARSS accuracy; manage NCAA clearinghouse transcript submissions.	Weekly 10%
6.	Serve on AEO Leadership Team: Facilitate staff meetings and create student success plans; maintain the AEO website; represent AEO in district-wide curriculum and administration meetings.	Weekly 20%

**Minimum Qualifications:** (necessary qualifications to gain entry into the job)

Requires a minimum of a baccalaureate degree in Education, with experience in online learning pedagogy or education fields, or an equivalent combination of training and experience necessary to perform essential functions.

**Certification or Licensing Requirements:**

Teaching licensure.

**Knowledge Requirements:**

Requires knowledge of:

- Online learning pedagogy and best practices for student success.
- MDE and NCAA online learning statutes and compliance requirements.
- Network accessibility.
- Strategic leadership and professional development for online staff.
- Student development needs and special education (IEP/504) accommodations.
- Curriculum review cycles

**Skill Requirements:**

Skilled in:

- Fluency in technical platforms including Canvas, Grade Guardian, website maintenance, Infinite Campus, and Parent Square.
- Exceptional written and oral communication across diverse stakeholders.
- Organizational leadership.
- Data collection and reporting for state and national compliance.

**Physical Requirements**

Employee is required to:	Never	Occasiona lly	Frequentl y	Continuously
Stand		√		
Sit		√		

**Job Classification History:**

Revised 6/25/2026