

Title: Monitored Distance Education Coordinator

Reports to: Instructional Supervisors

Terms of Employment: 10 Month Contract with Benefits

Qualifications: Valid Tennessee License. Experience in school leadership roles and computer/online technical expertise desired.

Primary Function: Lead the development, organization, implementation, coordination and evaluation of the Monitored Distance Education program to ensure that all students and teachers using the program meet and exceed the state requirements. The MDE Coordinator must work collaboratively with Instructional Supervisors and school administrators in order to lead and nurture MDE teachers and communicate effectively with all stakeholders.

Essential Functions/Job Duties Include but are not limited to:

- Coordinate the development, implementation, and evaluation of the Monitored Distance Education platform including training, oversight of teachers' interactions with students and students/teachers' interactions with Weakley County Schools' technology personnel.
- Monitors enrollment and re-enrollment processes, student progress, pacing and completion rates.
- Work cooperatively and collectively with principals, assistant principals, teachers, staff, other supervisors, families, and communities to ensure the instructional programs and services are administered uniformly and equitably.
- Reports all issues related to teacher performance or student trends to administrator of the school in which the teacher or student is assigned.
- Monitor and coach MDE teachers and work with appropriate administrators to improve teacher effectiveness and student learning.
- Work with teachers, consultants and administrators to monitor progress toward curricular goals and objectives.
- Works with Special Education Department to ensure the delivery of special education services to identified students.
- Prepares and submits enrollment and attendance reports.
- Reviews teacher-student communication logs.
- Continuously evaluate the MDE platform and its effectiveness related to state and district standards and goals.
- Communicates with vendors about effectiveness of products.
- Facilitates the implementation/coordinator of the state standardized testing process for MDE students.
- Keeps up to date on current Federal, State, and Local laws, policies and procedures pertaining to educating children and virtual learning.
- Perform all other duties assigned by the Director of Schools.