Job Description/Responsibilities for Learning Manager

TRIO Wolf Creek Distance Learning Charter School #4095 (Wolf Creek) is public charter school sponsored by Chisago Lakes School District #2144. Wolf Creek serves students in grades 9-12 from Minnesota school districts. Instruction is technology based and the majority of work can be completed at home or other off campus location. Wolf Creek mission is to provide students with a personalized and flexible online education that will prepare them for future success.

Qualifications: Candidates must hold a current MN Secondary Teacher's license with relevant experience in a progressive distance learning school setting, experience in an alternative setting and/or technology experience. Candidate must be highly interested in teaching students and facilitating the work of teachers as they create and implement innovative curriculum. Eligible candidates must have evidence of significant teaching and educational leadership experience. They will demonstrate strong communication skills, a desire to work in a collaborative professional environment, a facilitative leadership style and experience developing and promoting distance learning.

Duties and Responsibilities will include but are not limited to:

- Working within the school administration to enhance and actualize the school's mission
- Building strong relationships with students, families, colleagues and communities
- Writing, developing, updating and evaluating curriculum and standards for grades 9-12
- Integrating skills across all subject areas and ability levels
- Assisting with school functions, graduation, award presentations and related student functions as required.
- Helping students to become effective learners and users of technology in an internet based learning environment
- Working closely with students in the learning environment to support student learning
- Delivering and grading student correspondence & internet education in a timely manner
- Managing the daily operations and related responsibilities of assigned students
- Responding e-mails every 24 hours
- Responding to voice-mails daily
- Checking all –electronic curriculum usage weekly
- Communicating effectively and efficiently with students, families and other stakeholders
- Maintaining and updating student records- (logs, credits and standards, Individual Graduation Plans, testing including but not limited to: ACT, MCA, MAP)
- Providing a channel of communication for students to express concerns
- Providing students with minimal social and academic counseling and mandatory reporting requirements
- Evaluating individual needs for additional support
- Attending IEP and SST meetings
- Incorporating community resources in the student's' learning environment
- Interpreting and administering discipline and attendance policies
- Engaging in appropriate and continuous professional development

- Participating in all necessary faculty and school related meetings
- Assisting in troubleshooting hardware, software and printing problems
- Working effectively with a diverse population of learners
- Supervising onsite students several days per week
- Maintaining services contracted with other entities with greatest efficiency
- Continuing the development and improvement of Wolf Creek
- Being a marketing and promotional tool for the school
- Providing a safe, positive and caring learning environment/opportunity for all students
- Working flexible hours
- Handling other duties as assigned

Candidates should have:

- A degree, license and preferably a professional experience in an appropriate subject area
- Experience of online learning environments (Black–board, Moodle, GradPoint etc.)
- Technical competences in the use of web authoring tools
- An appreciation of how students learn and an appreciation of study skills
- The ability and willingness to promote learning for students through online means
- The ability to work with students from diverse backgrounds
- A commitment to student-centered learning
- An understanding of and commitment to equal opportunities policies and practices
- An organized and systematic approach to work
- The potential for working successfully in a team and/or independently
- Good written and oral communication skills
- The ability to prioritize and manage workloads
- A commitment to personal staff development
- Availability and accessibility to students