

Primary Considerations

- Who will manage the implementation and coordinate a centralized, uniform program?
- What are the mission and goals?
- Who will coordinate staff development?
- Who will ensure state and district requirements are met?
- How will the program be monitored and evaluated?
- How will communication with stakeholders take place?

Program Coordinator

The program coordinator works closely with the Implementation Success Manager to oversee the implementation; communicates with stakeholders to establish specific, measurable goals; monitors and compares student progress at each school; and reports progress to district and school administration.

Most successful programs are led by a district-level program coordinator and school administrators working in collaboration with counselors, curriculum specialists, department heads, and teachers. The program coordinator serves as a central point of contact, to resolve implementation issues, coordinate staff development, answer questions related to district policies and procedures, analyze data, evaluate programs, and communicate results to internal and external stakeholders.

- Create an implementation timeline with specific milestones.
- Lead the development and distribution of district-wide policies and procedures.
- Communicate policies and procedures with school administration and guidance personnel.
- Coordinate internal and external communications including marketing efforts.
- Maintain documentation including information on school websites.
- Acquire and distribute course materials.
- Oversee user account management, classroom creation, content modification and settings.
- Coordinate and develop the application and approval process with guidance and administration.
- Oversee course enrollment and transfer of user enrollments between schools as needed.
- Serve as a liaison between curriculum and technology departments.
- Establish instructional and curricular consistency.
- Monitor and protect the integrity and fidelity of each program.
- Serve as a liaison between school sites, the District, and Apex Learning.
- Oversee the process for documentation of attendance for virtual school students.
- Oversee course completion procedures and coordinate documentation on student transcripts.
- Coordinate with guidance staff to confirm graduation requirements are met.
- Communicate with staff to ensure required exams are administered.

School Site Coordinator

- Supervise and administer the program at their school.
- Be involved with the selection, evaluation, development, and retention of staff.
- Provide professional consultation, direction, and assistance to faculty and students.
- Oversee the admissions process and approve all student enrollments.
- Conduct student intervention conferences.
- Provide leadership in the development of the educational program in the school.
- Foster effective home/school/community partnerships.

School Counselor

- Assist students with course selection and enrollment.
- Help students learn about various careers and about career planning skills.
- Provide advisory and individual counseling assistance to students.
- Collaborate with school personnel to develop skills that support academic achievement, high school graduation, and lifelong learning.
- Help students who exhibit attendance, academic, or behavioral problems and encourage parental involvement.
- Maintain student transcripts and academic records.

Teacher

- Establish a learning environment where students are encouraged and supported.
- Modify instructional resources to meet the needs of students with varying backgrounds and learning needs.
- Grade student work and provide instructional support in adherence with district policies and procedures.
- Provide timely, formative feedback on student work.
- Provide face-to-face or web conferencing for small group and individual direct instruction.
- Provide appropriate intervention and direct instruction to assist struggling students.
- Communicate student performance regularly with students, parents, and school staff.
- Provide motivation and encouragement to all students.
- Help students to problem solve, set goals, plan and pace their learning.
- Proctor assessments and ensure academic integrity.
- Maintain timely records of student performance.
- Issue grades in the Apex Grade Book and the student information system.

Support Staff

Support staff members may be necessary for virtual and non-traditional school settings.

- Perform general front office management and secretarial duties.
- Receipt and deposit funds record financial transactions, audit and balance school accounts.
- Order supplies and equipment.
- Document attendance and student records.
- Compile regular and special reports as requested by leadership.
- Prepare letters to parents for admissions, academic contracts, and other school communication.
- Supervise students working during school hours and proctor student exams.