



## Academic Dean of WCS Online

### Job Overview

The purpose of this job is to provide support for all WCS Online academic functions including providing support to the instructional process with specific responsibility for directing assigned services for WCS Online; providing information and serving as a resource to others; supporting assigned staff; coordinating program activities and addressing issues, situations and/or problems that arise within the program or with enrolled students.

Duties and responsibilities include increasing communication by keeping stakeholders informed and knowledgeable about the program; developing, implementing and identifying strategies to grow and improve the program to serve and support the students and teachers.

This job reports to the Director for WCS Online.

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### Job Functions

- Review instructional content within the online courses
- Coach teachers in using instructionally sound practices within the courses and in an online platform
- Serve as the representative for WCS Online at IEP and 504 meetings for potential and current students
- Provide teachers with formative feedback regarding instructional practices
- Serve as a liaison with communication for administrators, teachers, students, and parents
- Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Manage a variety of program administrative functions (e.g. student disciplinary policy, class and student schedule) for the purpose of enforcing program, district, and state policy and maintaining safety and efficiency of program operations
- Present information (e.g. budget overviews, accounting processes, information dissemination) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal control
- Work with the WCS Online Director to support the functions and purpose of the program for all stakeholders

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Travel

This position will be required to travel to various schools throughout WCS to visit students, staff, and parents as needed.

### Working Environment

Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

### Qualifications

**Minimum experience:** Three years of related experience as an educator.

**Minimum education:** Minimum of a bachelor's degree from an accredited college or university with a degree in education.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Previous experience as a lead teacher or school counselor is preferred.



# Williamson County Schools

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**Required Testing:**

None specified

**Required Certificates and/or Licenses:**

Current teaching license in the state of TN

**FLSA Status:**

Exempt

**Continuing Education/Training:**

Maintain teaching license

**Clearances:**

Criminal Justice Fingerprint/Background  
Clearance

**Employee Type:**

Certified

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