



Organizational Chart

Administrator

- Budgeting
- Evaluation
- Program Oversight

director

- Curriculum & course development oversight
- Training
- LMS management
- School liaison (administration, counselors, support staff)
- District Parent communication
- Online learning Geek

Registrar

- LMS User Account creations
- LMS Enrollments
- ALE compliance tracking
- Full-time enrollments
- Payment reconciliation for 7th period (tuition payments)
- Report student progress to schools

Head Secretary

- Reporting
- Funding counts & state reporting

Counselor

- Transcript Evaluation
- Student Learning Plans
- Graduation Plans

Instructors

- Teach
- On-site visits
- Report weekly & monthly progress