



EMPLOYEE NAME: _____

Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02;
1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12; 10/13; 9/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Sr. Executive Director, Policy, Planning and Student Support	JOB CODE: 601Z
DIVISION: Chief of Staff	SALARY SCHEDULE: NA
DEPARTMENT: Policy, Planning and Student Support	WORK DAYS: 238
REPORTS TO: Chief of Staff	PAY GRADE: CZ00 (Based on CH66)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Serves as District’s Open Records Officer. Reviews and approves students’ hardship transfers within the District; serves as the central point to review school disciplinary decisions; oversees student disciplinary hearings/tribunals; oversees the office functions of Student Discipline, School Health Services, School Social Work, and Prevention/Intervention, to assure that laws, rules, policies, and procedures are followed, and that students’ due process rights are observed.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 5 years of experience in leadership/supervisory role with experience in student disciplinary procedures and policy and planning
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, leadership, project management and planning

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Serves as the District’s Open Records Officer; coordinates all Open Records Request (ORR) to Cobb County School District.
3.	Provides leadership for the Student Support Staff; plans, conducts, and provides follow- up to leadership meetings.
4.	Coordinates hardship transfer process and makes determination regarding each student transfer request; prepares all reports pertaining to student transfers.
5.	Responsible for implementation of HB251.
6.	Serves as office of initial review for local school discipline decisions; supervises the preparation of monthly and yearly discipline summary reports; directs and conducts student disciplinary due process hearings; processes student discipline waivers for hearings.
7.	Coordinates out-of-district students’ assignment to Ombudsman.
8.	Prepares briefs for/or participates in appeals to the local school and/or State Board of Education.
9.	Develops and assists in in-service activities for local school administrative staff.
10.	Evaluates, interprets, implements, and makes recommendations regarding administrative rules and forms.
11.	Works closely with attorneys and special education litigators to ensure legal procedures are followed.
12.	Performs other duties as assigned by the Deputy Superintendent and Superintendent.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____