COBB COUNTY SCHOOL DISTRICT

EMPLOYEE NAME: _____

Created: 11/15; 6/18

JOB DESCRIPTION

POSITION TITLE: CVA Student Support Coordinator	**JOB CODE:** 621D
DIVISION: Accountability, Research & Grants	**SALARY SCHEDULE:** Coordinator and Consultant
DEPARTMENT: Cobb Virtual Academy	**WORK DAYS:** 238
REPORTS TO: Director, Cobb Virtual Academy	**PAY GRADE:** CC5 (5, 6 or 7)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Supports Cobb Virtual Academy, the student online learning program of the Cobb County School District; assists program administrators with administrative duties including student progress monitoring, analyzing student data, developing online student support strategies and coordinating resources for student success.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required, Master Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Work experience with high school students, online learning experience; Leadership experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

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.	Develops, implements, and communicates online student success strategies to parents, students and school staff, and program administrators.
3.	Develops and manages the training of local school facilitators.
4.	Collaborates with local school staff in supporting students by communicating with and visiting local school facilitators, identifying resources needed for student success and consulting with local school administration and counselors as needed.
5.	Identifies and utilizes early warning indicators to determine students who are most at risk of not successfully completing online courses and implement intervention strategies.
6.	Monitors and reports progress of at-risk individual students and subpopulations to program staff and administrators.
7.	Manages the gathering and analysis of student success and program effectiveness data and makes recommendations to program staff and administration.
8.	Consults with counselors, students, and parents regarding student placement, registration, and start-of-term inquiries.
9.	Remains current on best practices in supporting online students.
10.	Manages student support resource development.
11.	Supports the administration and supervision of online student learning program.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____