

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Alternative Education Support Specialist	<b>JOB CODE:</b> 474C
<b>DIVISION:</b> Strategy and Accountability	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Accountability	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Executive Director, Alternative Education	<b>PAY GRADE:</b> Rank VI (NC06)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates student's attendance, discipline, and academic courses with the local schools, Ombudsman, and the Office of Student Reporting. Prepares required Student Reporting and Office of Civil Rights Reports.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED; Associate Degree preferred
2.	Certification/License Required: None
3.	Experience: 3 years of secretarial experience in 6-12 programs
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing; data input; Excel; Word; On-Track, Synergy

*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.	Works closely with local schools, Ombudsman, and the Office of Student Reporting to ensure that all students are properly placed in their academic courses and that their student information is accurately recorded in CCSD's Student Information System.
3.	Creates and maintains the student data base for Ombudsman students, which includes monitoring registration and enrollment, reporting student information to local schools, verifying the accuracy of courses and discipline in on-track and other student information systems.
4.	Coordinates with Student Reporting for CSIS
5.	Answers phone, takes messages, gives information to callers, routes calls to appropriate individuals, and returns calls to Student Reporting, Ombudsman, Performance Learning Center, and other agencies and departments.
6.	Serves as point of contact for local school discipline clerks.
7.	Assists with the review of discipline data entered in CSIS.
8.	Assists local schools in resolving District discipline errors on a continuous basis.
9.	Operates computers, printers, copiers, scanners, and other equipment utilized by the Department to facilitate workload and enhance office operations.
10.	Completes and submits all paperwork and reports required by local, state, and federal agencies.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_