

JOB DESCRIPTION

POSITION TITLE: Student Support for Cobb Virtual Academy – Temporary	JOB CODE: TEM6
DIVISION: Leadership and Learning	SALARY SCHEDULE: N/A
DEPARTMENT: Cobb Virtual Academy	WORK DAYS: As Needed
REPORTS TO: CVA Supervisor	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Plans, organizes, and provides student support services for the Cobb Virtual Academy.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 5 or more years of teaching experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and Oral Communication, ability to use online resources to support instruction including productivity software (Microsoft Office, email) and web-based resources, excellent planning and organizational skills, creative writing skills, demonstrates ability to work independently, complete self-directed projects, familiarity with CSIS and online learning preferred

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.	Monitors and reports on Cobb Virtual Academy student participation in courses.
3.	Facilitates parent, teacher, and student communication via phone, mail, and email in regards to academic achievement, including the coordination of Deficiency Notices.
4.	Interfaces with District and School Administrators to plan, setup, and conduct online End of Course Tests (EOCTs); monitors EOCT grade reports, distributes to Cobb Virtual Academy teachers, and enters grades in Student Information System.
5.	Works closely with school level personnel, including guidance counselors, students, and parents to support students and place them in online course that meet student's academic needs.
6.	Responds to general inquiries about Cobb Virtual Academy from parents, guidance counselors, district staff, and students via email and phone.
7.	Monitors and reports on teacher involvement in courses using online platform statistics and periodic teacher reports.
8.	Establishes Cobb Virtual Academy site facilitator program including establishing facilitator responsibilities, identifying and training facilitators and evaluating and modifying site facilitators and their tasks.
9.	Works with the Hospital/Homebound and Special Education program to provide online services to students.
10.	Works with Cobb Virtual Academy teachers and administrators, along with district assessment staff, to establish and communicate EOCT and final exam schedule.
11.	Performs other duties as assigned by CVA Supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____