

JOB DESCRIPTION

POSITION TITLE: Alternative Education Support Specialist	JOB CODE: 474C
DIVISION: Strategy and Accountability	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Accountability, Research & Grants	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, Alternative Education	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates student's Alternative Education Placement enrollment, attendance, discipline, and academic courses with the local schools, Cobb Alternative Education Program, and the Office of Student Reporting. Prepares required Student Reporting and Office of Civil Rights Reports.	
REVISION DATE(S): 1/25	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency; Associate degree preferred
2.	Certification/License Required: None
3.	Experience: 3 years of local schoolwork experience with secretarial and/or student data, in 6-12 programs
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Proficient Oral and Written communication; data entry and analysis; proficient in all Microsoft Office applications, Knowledge of District Information Systems (On-Track, Synergy, CSIS); Ability to experience and learn student supports (CTLS); Bilingual preferred (Spanish)

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, Cobb Alternative Education Program, Office of Student Support, 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 Cobb Alternative Education Program 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 including Cobb Alternative Education program SIS.
4.	Establishes and maintains cooperative working relationships with students, parents, Cobb Alternative Education Program and schools
5.	Coordinates with Student Reporting for CSIS and Synergy regarding accuracy of student information.
6.	Answers phone, takes messages, gives information to callers, routes calls to appropriate individuals, and returns calls to Student Reporting, Cobb Alternative Education Program, and other agencies and departments.
7.	Assists with all training of local schools and the Cobb Alternative Education Program.
8.	Serves as point of contact for local school personnel.
9.	Assists with the review of discipline data entered in CSIS.
10.	Assists local schools in resolving district discipline errors on a continuous basis.
11.	Operates computers, printers, copiers, scanners, and other equipment utilized by the department to facilitate workload and enhance office operations.
12.	Completes and submits all paperwork and reports required by local, state, and federal agencies.
13.	Protects confidentiality of records and information about students and staff and uses discretion when sharing any such information.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____