

EMPLOYEE NAME: _____

Revised: 10/06; 10/12; 10/14; 6/18; 9/18; 8/24; 9/26

JOB DESCRIPTION

POSITION TITLE: CVA Scheduling Coordinator	JOB CODE: 621D
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Coordinator
DEPARTMENT: Cobb Virtual Academy	WORKDAYS: 231
REPORTS TO: Director, Virtual Programs	PAY GRADE: CC5 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates CVA student registration and scheduling processes by managing enrollment requests, maintaining accurate records, and collaborating with local schools to accurately schedule student courses. Employs innovative problem-solving techniques to accomplish objectives.	
REVISION DATE(S): 8/24; 9/26	

REQUIREMENTS:

1.	Educational Level: Master's degree in education or related field required; A master's degree in educational leadership is preferred, but a master's degree in another education field with completion of an Educational Leadership program within 3 years will be considered
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate at level 5 or meets qualifications for NL-5; passing score on the GACE Georgia Ethics for Educational Leadership – Program Entry (370) Assessment(http://gace.ets.org/)
3.	Experience: Minimum of five years teaching experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Proficiency in Microsoft 365, online teaching experience (preferred), written and oral communication, strong organizational and interpersonal skills, and ability to work independently on a deadline with great attention to detail.

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.	Coordinates CVA admission procedures, maintenance of student records, registration and scheduling.
3.	Collaborates with local school schedulers to ensure all students are correctly scheduled, and student information is accurately recorded in CSIS and CTLS.
4.	Collects, analyzes, and reports on CVA data including registration information, student achievement, and stakeholder surveys
5.	Utilizes data to enhance the CVA scheduling process consistent with local, state, and federal policies.
6.	Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
7.	Serves as CVA gradebook administrator and ensures accurate student transcript posting.
8.	Assumes responsibility for meeting course and program student performance goals.
9.	Assists teachers with improving techniques of instruction and improving overall student achievement; provides instructional strategies and tools to aid the instructional process.
10.	Collaborates with other CVA staff members to prioritize teacher class assignment by analyzing enrollment trends, certification requirements, teacher expertise, and program needs. .
11.	Meet regularly with CVA administrators regarding registration and enrollment progress.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____