



EMPLOYEE NAME: \_\_\_\_\_

Created: 6/13; 10/14; 6/18; 9/18; 8/24; 12/25

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Cobb Virtual Academy Student Support Specialist	<b>JOB CODE:</b> 114B
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Cobb Virtual Academy	<b>WORKDAYS:</b> 204
<b>REPORTS TO:</b> Director, Cobb Virtual Academy (CVA)	<b>PAY GRADE:</b> CZ00, Based on CIT (4,5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> An experienced teacher-leader who manages the development and review of CVA student support resources. Supports Cobb Virtual Academy, the student online learning program of the Cobb County School District; assists program administrators and serves as a bridge between CVA and local schools; including student progress monitoring, analyzing student data, developing online student support strategies, and coordinating resources for student success. Employs innovative problem-solving techniques to accomplish objectives.	
<b>REVISION DATE(S):</b> 8/24; 12/25	

### REQUIREMENTS:

1.	Educational Level: Bachelor's degree in education or related field required; master's preferred
2.	Certification/License Required: Valid Georgia Teaching Certification required
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, ability to develop, write and implement online lessons, online teaching or experience building curricula for online courses (preferred), knowledge of the National Standards for Quality Online Learning, strong knowledge of state and local standards, knowledge of instructional strategies for student success in online learning environments, 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.	Assists in assessing changing curricular needs and offers plans for improvement. Collaborates and communicates online student success strategies to parents, students, school staff, and program administrators.
3.	Assists with development and implementation of training resources to support local school facilitators.
4.	Develops and maintains a master file of student support resources. Reviews and provides quality assurance testing to validate correctness of content.
5.	Collaborates with program staff to identify and utilize early warning indicators to determine students who are most at risk of not successfully completing online courses and implement intervention strategies.
6.	Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
7.	Creates an online environment that is conducive to student learning. Encourages student academic integrity and progress.
8.	Assumes responsibility for meeting course and program student performance goals.
9.	Consults with counselors, students, and parents regarding student placement, progress, and start-of-term inquiries.
10.	Collaborates with local schools, District office staff, and other key partners to identify student support resources necessary for student success.
11.	Meet regularly with CVA administrators regarding student progress and intervention strategies.

12. Performs other duties as assigned by appropriate administrator.

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

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