



EMPLOYEE NAME: _____

Created: 5/15; Revised: 8/17,2/18; 6/18, 8/22

JOB DESCRIPTION

POSITION TITLE: Director, Scheduling and Allotments	JOB CODE: 470C
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Accountability, Research & Grants	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: CDR (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises and supports processes related to student scheduling and determination of allotments.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate and Leadership Certificate
3.	Experience: Minimum of two years as scheduling administrator at elementary, middle, or high school
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; demonstrated leadership experience/ability; knowledge and practical experience in master scheduling

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.	Develops appropriate school-level and district-level processes and training to support creation and implementation of master schedule at elementary, middle, and high schools.
3.	Supervises and monitors scheduling practices at elementary, middle, and high schools.
4.	Develops appropriate school-level and district-level processes related to allotment distribution and utilization.
5.	Provides professional learning for administrators, local school support staff, and central office staff to support allotment distribution and utilization.
6.	Supervises and monitors grade record processes, including grade posting, transcript accuracy and grade record security.
7.	Provides professional learning for administrators, local school support staff, and central office staff to support grade record processes, including grade posting, transcript accuracy, and grade record security.
8.	Supervises district count days, verifies and analyzes the count day data to inform the allotment allocation process.
9.	Facilitates and monitors Extended Day budget allocations.
10.	Works collaboratively and effectively with other District divisions to achieve district goals of maximizing funding and effectively allocating staff resources to improve student achievement.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____