COBB COUNTY SCHOOL DISTRICT

EMPLOYEE NAME: _____

Reorg/ Created: 10/12; 7/14; 8/19; 8/21, 12/24;9/26

JOB DESCRIPTION

POSITION TITLE: Specialist, Accountability, Research and Grants	**JOB CODE:** 474B
DIVISION: Strategy and Accountability	**SALARY SCHEDULE:** Office Clerical/Technician
DEPARTMENT: Accountability, Research, and Grants	**WORKDAYS:** 231 Days
REPORTS TO: Director, Research and Grants	**PAY GRADE:** Rank VII (NCT7)
FLSA: Non-Exempt	**PAY FREQUENCY**: Monthly
PRIMARY FUNCTION: Provides high-quality support service while carrying out clerical duties;communicates effectively with diverse populations in the schools and the community, processes all research applications.	
REVISION DATES: 9/26	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required; associate or bachelor's degree preferred
2.	Certification/License Required: None
3.	Experience: 2 years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills, intermediate or better Microsoft Office proficiency to include TEAMS, and computer productivity tools. Ability to set priorities and work independently with a high level of professionalism

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.	Opens, reads, and routes all mail; handles correspondence for Directors, Assistant Directors, Supervisors and Managers in the department.
3.	Handles telephone communications among central office, school personnel, and the community, prepares correspondence as needed in final form & maintains files of all correspondence and reports.
4.	Designs and prepares reports, monitoring reports, forms, instructional materials, and other documents in final form.
5.	Prepares purchase orders for instructional materials and office supplies and materials; monitors all expenditures.
6.	Maintains general data and records, develops and creates spreadsheets from data as related to programs for which the Director, Supervisors and department Managers are responsible.
7.	Maintains Donors Choose database and processes approvals for the department.
8.	Assists Director Research and Grants with Reviewing, preparing and coordinating correspondence for all internal, external and Georgia's BEST research applicants and maintains database and monitoring timeline for research applications.
9.	Develops, implements, and manages the process for intake and review of all research applications, ensuring alignment with district policies and priorities.
10.	Interprets GaDOE grant guidelines and regulations to assist Director Research and Grants with the annual Consolidated LEA Improvement Plan (CLIP) and CCSD Federal Programs Handbook updates.
11.	Sets priorities and performs duties accordingly; demonstrates ability to work independently.
12.	Prepares agendas, attends and records minutes for Directors, Assistant Directors, Supervisors and Managers for department meetings.
13.	Handles all local and out of town travel arrangements for the Directors, Assistant Directors, Supervisors and Managers in the department.

14.	Establishes and maintains the calendars of the Directors, Assistant Directors, Supervisors and Managers in the department.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor_____ Date _____