

JOB DESCRIPTION

POSITION TITLE: Supervisor, Employee Support	JOB CODE: 473B
DIVISION: Human Resources	SALARY SCHEDULE: Professional/Supervisory Support or Annual Central Office
DEPARTMENT: Support Services	WORKDAYS: 231
REPORTS TO: Senior Executive Director, Support Services	PAY GRADE: CS1 (5,6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises and coordinates the District's ADA interactive process for employees requesting workplace accommodations, ensuring timely, consistent, and legally compliant administration of accommodation requests, leave-related accommodations, and related Support Services functions.	
REVISION DATES: 9/26	

REQUIREMENTS:

1.	Educational Level: Master's degree
2.	Certification/License Required: Georgia Leadership Certificate; PHR, SPHR, or SHRM-CP certification preferred; ADA/FMLA coordination training or credential preferred
3.	Experience: 3 years of leadership experience, experience with disability/leave management, or ADA accommodation coordination
4.	Physical Activities: Routine physical activities required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Working knowledge of the ADA, FMLA, and related state and federal regulations; oral and written communication; confidentiality and discretion in handling sensitive medical information; organization and planning; problem-solving; interpersonal and public relations skills; computer technology

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.	Manages the District's ADA interactive process from intake through resolution, including receiving accommodation requests, gathering and reviewing relevant medical and job-related documentation, and engaging employees, supervisors, and administrators in a timely, good-faith interactive dialogue.
3.	Evaluates requested accommodations against essential job functions in consultation with supervisors, principals, and other administrators; identifies and recommends reasonable accommodations.

4.	Maintains accurate, confidential case files and tracking logs for all accommodation requests; monitors timelines to ensure compliance with the ADA and related District policies and Administrative Rules.
5.	Supervises and evaluates assigned staff supporting the accommodation and employee support functions.
6.	Serves as the District's primary point of contact for employees, supervisors, and administrators regarding workplace accommodation questions and procedures; provides guidance and training on the interactive process.
7.	Coordinates with Benefits and Leaves, Risk Management, and Legal Counsel, as needed, on accommodation requests that intersect with FMLA, workers' compensation, or other benefit programs.
8.	Confers with district personnel, school leadership personnel, and legal counsel regarding accommodation and employee support issues within his/her office of responsibility; provides solutions to resolve issues in accordance with the law, District Policies, and Administrative Rules.
9.	Develops and implements procedures for the accommodation request and interactive process; ensures adherence to all District Policies and Administrative Rules; prepares and submits reports, as scheduled, to affirm compliance.
10.	Maintains liaison with medical providers, vocational and disability resources, and other agencies involved in supporting employee accommodation needs.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____