

EMPLOYEE NAME: _____

Created 4/26

JOB DESCRIPTION

POSITION TITLE: Supervisor - Student Transfers	JOB CODE: 473B
DIVISION: Chief of Staff	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Student Transfers	WORKDAYS: Annual Administrative Employees
REPORTS TO: Chief of Staff	PAY GRADE: CSI (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the district's student transfer programs.	

REQUIREMENTS:

1.	Education Level: Master's degree
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certificate preferred
3.	Experience: 3 years of experience in special education or leadership
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organization

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 Children of Employee transfer program.
3.	Coordinates School Choice (Sibling and HB251) transfer programs.
4.	Coordinates Hardship transfer program.
5.	Coordinates Continuation of Enrollment Transfers.
6.	Oversees transfer revocation process.
7.	Establishes capacity for individual schools regarding both school choice and tuition-based enrollment programs.
8.	Assists other divisions regarding impact of student transfers on the teacher allotment process.
9.	Assists with Pre-K lottery program.
10.	Maintains data regarding building capacity, student enrollment, and student transfers.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____