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**TITLE:** Coordinator: Attendance/ Enrollment and Student Support Programs

**QUALIFICATIONS:**

1. Minimum of a Master's Degree
2. Alabama Administrative Certification
3. Such alternatives as the Board may find appropriate.

**REPORTS TO:** Federal Programs Director

**JOB GOAL:** To coordinate Albertville City Schools Enrollment

**JOB DUTIES:**

1. Plan and coordinate the ACS virtual school program in accordance with applicable local, state, and federal law and policies.
2. Coordinate the ACS summer credit recovery program.
3. Assist, as requested, in coordinating and planning the district's formative assessment program.
4. Plan and coordinate, in accordance with the individual school vision and goals, ACS intervention program.
5. Coordinate student enrollment using InfoSnap.
6. Direct updating of student demographic information using InfoSnap.
7. Coordinate ACS Early Warning Program.
8. Serve as the Attendance Officer for ACS.
9. Work with the Marshall County Juvenile Probation Officer in matters that pertain to applicable local, state, and federal education laws and policies.
10. Insures the Enrollment Office is managed on accordance with the vision and goals of the Albertville City School System
11. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
12. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 13.. Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**                       9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**                      8 Hours

**SALARY:**                      According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials

**BOARD APPROVED:4/12/16**