FULTON COUNTY SCHOOLS
JOB DESCRIPTION

Fulton County Schools
Where Students Come First

Job Title: Manager, School Master Schedule Support

SAP Job Number: 30000354

Organization: Academics, Learning & Teaching

Work Schedule: 235 Days

Reports To: Assistant Superintendent, Learning & Teaching

Comp. Schedule: Non-Teaching Executive (B)

FLSA Status: Exempt

Pay Scale Level: Grade 31

Position Summary

Provides direct support to all school administrators/instructional scheduling teams within the District in the development and enhancement of all aspects of academic course scheduling and master schedule construction

Essential Duties

- Assists schools in evaluating the effectiveness of scheduling practices on meeting student needs
- Designs and delivers training to administrators/scheduling teams regarding the scheduling component of the District's student information system
- Develops and delivers training on master schedule construction for all school levels
- Assumes responsibility for the development and maintenance of training guides for scheduling protocols
- Provides individual assistance to schools experiencing scheduling issues
- Monitors the progress and completion of scheduling processes for all schools
- Ensures the compatibility of course and scheduling systems
- Works in collaboration with other departments to maximize FTE during the scheduling process
- Provides ad hoc reports on the status of student scheduling and develops recommendations for improvement

Additional Responsibilities

- Develops scheduling timelines
- Serves as liaison between Student Information Systems and the Division for Academics in all issues related to instructional scheduling
- Performs other duties as assigned by the appropriate administrator

Minimum Qualifications

Education: Bachelor's Degree in Education or related field required or equivalent experience (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor's Degree requirement

Certification/Licensure: None required

Experience: Minimum 5 years experience working with school scheduling required; Experience integrating data from multiple databases required; High school master scheduling preferred

Minimum Qualifications (cont.)

Knowledge/Skills/Abilities:

- Detailed knowledge and experience in the development of school master schedules K-12
- Demonstrated ability to develop and deliver training to adult learners across multiple technology applications including, but not limited to, Student Information Systems and Databases
- Strong technology application skills
- Demonstrated knowledge in the dynamics of student scheduling
- Working knowledge of the FTE process
- Must be able to successfully manage multiple tasks, projects, and responsibilities
- Ability to apply critical thinking skills in rendering solutions to various issues
- Must be able to collaborate effectively with District personnel, the general public, and work with diverse groups of people
- Excellent communication skills both written and verbal

Working Conditions:

- Normal office environment

Physical Demands:

- Routine physical activity associated with normal office environment

Important Notes

This document provides descriptive information about the above Fulton County Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Fulton County Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.

Reviewed By: Judy Claybrook **Date:** 1/11; 8/12

Approved By: Ron Wade **Date:** 2/11

Created/Revised: 2/11; 8/12