



SUPPLEMENTAL
SECONDARY MASTER SCHEDULING
SUPPLEMENTAL JOB DESCRIPTION

JOB TITLE: Secondary Master Scheduling
REPORTS TO: Principal
LOCATION: Secondary (Middle, ACHS)
AVAILABLE: 1 per School

FLSA STATUS: Supplemental
PAY GRADE: SUP-03
ASSIGNMENT: One Year with Application
JOB ID & DATE: SUP-S20 | October 2023

JOB PURPOSE SUMMARY

In addition to the core responsibilities outlined in the individual's primary role job description, the Master Scheduler role encompasses several supplemental duties and expectations that are crucial to the efficient and effective scheduling of a school's resources and activities. These supplemental duties play a pivotal role in the overall organization and functionality of the educational institution.

REQUIREMENTS | SKILLS

Education Level | Licensure | Work Experience

See Primary Job Description.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with academic departments to support the development of the school's curriculum. Ensure that course offerings align with educational goals and student needs.
- Work with faculty and administrators to ensure that classrooms are optimally assigned, taking into consideration class size, specialized equipment, and any unique classroom needs.
- Ensure that all stakeholders are informed of schedule changes and emergency procedures to maintain safety and security.
- Regularly seek feedback from students, teachers, and staff regarding the scheduling process, making necessary adjustments to improve efficiency and meet the needs of the school community.
- Ensure that the school's scheduling practices align with local, state, and federal educational regulations and policies, and that schedules support the school's overall educational goals and objectives.
- Stay informed about changes in educational policies and adapt scheduling practices accordingly to remain compliant and meet the evolving needs of the educational community.
- Works with school administrators and academic departments to create a comprehensive course schedule for the academic year. This involves determining which courses will be offered, their frequency, and their placement within the daily and weekly schedule.

CONFIDENTIAL AND IMPARTIAL

- Uphold the highest standards of confidentiality when dealing with sensitive scheduling information, ensuring that all staff members' personal and professional data remains secure and protected. Approach scheduling and resource allocation with fairness and impartiality, treating all staff members and departments equitably and without bias. Address concerns and conflicts objectively, taking into consideration the best interests of the school community.