



ALABAMA SCHOOL OF CYBER TECHNOLOGY AND ENGINEERING

JOB TITLE: Program Specialist - Part or Full Time

REPORTS TO: President

DESCRIPTION: The Program Specialist will provide an array of duties to assist the Alabama School of Cyber Technology and Engineering (ASCTE). He/she will serve as a resource for various school functions. The Program Specialist will work as part of a team, ensuring the ASCTE meets its mission and goals.

DUTIES and RESPONSIBILITIES:

1. Support Department Programs, Coordinate with the President's office and Departmental staff as needed.
2. Provide administrative assistance to the identified ASCTE Department. Departments include but are not limited to Student Services, Teacher & Student Learning, Finance, Operations, Admission and Advancement, Athletics, Information Technology, and Human Resources.
3. Coordinate and maintain the calendar of events and important dates for department
4. Attendance and Program Support:
 - a. Assist the Student Services Department in maintaining accurate attendance records by monitoring and processing students as they check in and out of the building.
 - b. Assists the Student Services office with daily attendance charts (check in and check out) and related student data for a student database.
 - c. Notifies Student Services of any data that needs revision/edits and generates information and reports as requested and according to established timelines.
 - d. Receives, verifies, and processes incoming attendance data from teachers, parents, students, administrators, and other student service providers.
 - e. Makes and receives phone calls and notes regarding student absences. Receives and relays messages to students and parents as necessary.
 - f. Refers serious attendance problems to the Dean of Students according to established procedures.
 - g. Assists in identifying and resolving problems of students with frequent absenteeism.
 - h. Compiles periodic attendance and excused absence lists and provides assistance and troubleshooting at the school site level for attendance data.
 - i. Issues and verifies student off-campus passes.
 - j. Prepares and maintains various lists, records, and reports regarding student attendance, tardiness, and truancy
 - k. Performs other general clerical duties as required that support the Student Services Dept.

Qualifications:

- Associate degree or higher
- Prior related experience in education or business services

Preferred Qualifications:

- Excellent oral and written communication skills
- Proficient in the use of Google Suite
- Ability to work as part of a team to reach the goals, vision, and mission of the school

Contract: 12-month contract to be negotiated. Performance will be evaluated by the President.