

ADULT & COMMUNITY EDUCATION (ACE) REMEDIATION ADMINISTRATION SPECIALIST

Definition

Performs a variety of professional duties required in the day-to-day operation of the school division's instructional remediation program, to include the interface with the state, schools, and departments; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Coordinates the systemwide resources to deliver extended-day remedial programs to the preK-12 student population; attends state meetings and shares information about, and ensures compliance with, state and county mandates with respect to remediation with affected school and department personnel; develops schedules and processes around the mandates; provides orientation to remediation lead teachers in each school in which the program operates; if requested, works with a principal to adapt a remediation program; works directly with the instructional services department to develop guidelines and implementation procedures for remediation programs; ensures that the appropriate state-mandated materials are procured, inventoried, delivered to and returned from each school; interfaces with the appropriate offices if there is a transportation issue that the school is unable to handle; interfaces with the appropriate human resources and finance offices if there is a pay issue that the school is unable to handle; maintains financial records and documents relative to all remediation programs; coordinates teacher and student databases provided by the schools; responds to questions posed by the schools, parents and administration; provides remediation data when requested; and provides remediation data for state reports.

Supervision Received/Given

Receives general supervision from a coordinator. May supervise lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in education, liberal arts, or related field, plus two years of progressively more responsible experience in an administrative or managerial position, preferably in a public educational environment. Good knowledge of Fairfax County Public Schools procedures; good organizational skills, ability to establish and maintain effective working relationships with school and department staff; and ability to communicate effectively, both orally and in writing.



Revised: December 2003
Established: January 2001