

**Leon County Public Schools
Classification Specification**

Salary Grade 36

Skill Identification

Managerial/Supervisory Skills	Important	Not Important
• Developing Multi-year Strategic and/or Operational Plans		X
• Developing Annual Budgets		X
• Policy Development		X
• Controlling Expenses	X	
• Coordinating Resources	X	
• Decision making	X	
• Delegation		X
• Individual/group leadership		X
• Interpersonal (working with groups)	X	
• Knowledge of Business/organizational systems	X	
• Negotiating and/or persuading others to take action	X	
• Promoting safety	X	
• Supervising, coaching and developing employees		X

Office Skills	Important	Not Important
• Checking grammar/punctuation		X
• Filing		X
• Perceiving detail in checking information/forms	X	
• Reading comprehension (high school level)	X	
• Operating word processing software		X
• Operating a computer terminal for data entry		X
• Operating automated spreadsheet software		X
• Scheduling appointments and/or travel		X
• Taking and distributing messages	X	
• Taking dictation and meeting minutes		X
• General mathematical - adding, subtracting, multiplying, etc.	X	

Professional and Technical Skills	Important	Not Important
• Accounting/finance		X
• Advanced math - algebra, statistics, geometry	X	
• Architecture		X
• Bookkeeping		X
• Computer operations		X
• Computer programming		X
• Contract interpretation		X
• Craft skills (electrical, etc.)	X	
• Drawing-figures/drafting		X
• Engineering		X
• Graphic arts		X
• Landscaping	X	
• Good Judgment	X	
• Work standards	X	

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• Integrity	X	
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Skill Identification (cont.)		
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Communication Skills	Important	Not Important
• Oral communication--exchanging or expressing ideas by means of the spoken word	X	
• Presentations--transmitting information in a formal setting		X
• Foreign communication--using a language other than English to communicate in writing or orally		X
• Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.		X
• Editing written documents for content	X	
• Reading comprehension - understanding technical or scientific blueprints and charts	X	
• Public speaking		X

Physical Demands	Important	Not Important
• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching	X	
• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder	X	
• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms	X	
• Color - Match or discriminate colors	X	
• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)	X	
• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips	X	
• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)	X	
• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound	X	
• Lifting - raising or lowering an object from one level to another (includes upward pulling)	X	
• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)	X	
• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)	X	
• Reaching - extending the hands and arms in any direction	X	
• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people	X	
• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight	X	