

Leon County Public Schools Classification Specification

Salary Grade 33

Summary Information:

Classification Title: Assistant Manager, Extended Day Program **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

702	General Student Supervision	Monitor campus (including the cafeteria and grounds). General student supervision and control. Administer rules and regulations regarding student conduct.
756	General Instructional Support	Provides support and assistance to teachers and staff in care giving and supervision of students. Assists in preparation of classroom materials and monitoring student management systems.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
044 A	Substitute Scheduling (Non-Teacher)	Arranges for the services of a substitute in the absence of a regular staff member.
109	Registration	Coordinate and conduct student registration and pre registration. Process corresponding registration materials. Includes preparation for registration process.
111	Admissions	Enter new students into the appropriate admissions/enrollment records. Includes administering and interpreting policies regarding student admission, re admission, late registration, etc.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
031	Liaison	Liaison between staff, parents, students and principal.

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Activity Name (Cont)

107	Extracurricular Planning	Schedule extracurricular programs. Arrange for facilities, equipment, and supplies. Extracurricular events include science fairs, awards programs, field trips, travel programs, speakers, dances, special events, etc.
072	Maintain Time Records	Maintain time records for employees supervised. Reconcile time reports with recorded employee absences. Verify information and submit to payroll for processing.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
224	Medication Administration	Supervision and administration of students' medications. Procurement of forms, required labeling and delivery.
611	Potential Employee Background Checking	Includes fingerprinting and other methods for verifying experience, credentials, and other characteristics of potential employees.
560	Internal Communications	Write, edit, and communicate administrative and informational matters to students and staff.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	A.A. Degree with no related experience required; or High School diploma or equivalent with two years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.
Effective Date:	07/01/2003

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Skill Identification

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

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

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

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Skill Identification (cont.)

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

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