

Leon County Schools Classification Specification

Salary Grade 22

Summary Information:

Classification Title: Divisional Director,
Health, Wellness, and Student Services

Date Prepared: 04/2023

FLSA: Exempt

Position Number: 92010001

Typical Decisions and Recommendations to Others:

To manage and administer daily operations for the Mental Health, School Health and Wellness, and Student Services Departments and all activities relating to mental health assistance, health and wellness services including Medicaid and student services, and the development, recommendation, and promotion of comprehensive services, procedures, and protocols to support children and families effectively and efficiently.

Activity Identification

Activity Name

039	Cross Functional Collaboration	Work in collaboration with various departments incorporate unique and diverse skills and strategies to plan and implement actions/activities of the District/area/school staff
301	Department/School Administration	Administer, manage, and oversee the district-wide operation of one or more levels of schools or departments.
001	Direct Supervision	Coordinate work activities and review and evaluate performance task of assigned staff.
050	Management Analysis	Analyze organization structure, staffing levels, and operations. Conduct internal consulting projects.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program or the district.
008	Internal Liaison	Liaison between departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
009	External Liaison	Coordinate activities or programs with outside

agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communication information internally. Includes legislative liaison, both federal and state. Does not include parent liaison.

310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
312	Board Reports	Conduct analyses and prepare reports for the Board and its committees. Includes time allocated to preparing for Board and committee meetings.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Procedures and Practices	Develop, maintain, interpret, and executive administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district.
320	Budget Preparation	Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments or the district. May include meeting with the Finance Committee, Superintendent, or School Board.
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.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
071	Contract Negotiations	Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does <u>not</u> include labor contract negotiating, or bus contracts which are covered elsewhere.
212	Health Education Programs	Oversee school health and wellness education and awareness programs for students and staff.

130A Student Services

Oversee one or more student services programs (Social Work, Guidance and School Counseling, School Psychologist and Psychological Services, Licensed Mental Health Professional, Dropout Prevention, Course Recovery, etc.)

Education/Experience:

Master's or Doctorate Degree and six (6) years related experience, two of which must include supervision of two or more employees; or

Bachelor's Degree and eight (8) related experience, four (4) of which must include supervision of two (2) or more employees.