

# Leon County Schools Classification Specification

Salary Grade 25

## Summary Information:

**Classification Title:** Coordinator, Academic Services

**Date Prepared:** 06/2023

**FLSA:** Exempt

## Typical Decisions and Recommendations to Others:

Use independent judgement to coordinate successful processes for compliant and high-quality programs to support academic services across the district.

## Activity Name

077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
001	Direct Supervision	Control, review, verify, observe, and manage the work people reporting directly to you.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
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.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/ departments working in a collaborative fashion, drawing on diverse skills and strategies.
045	Report Preparation (Non-Board)	Prepare required reports. This does not include reports for the Board.

046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does not include the review of reports and documents covered under subsequent activities.
047	Professional Meetings	Attend professional association meetings as required.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on non-educational programs and performance.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute 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.
120	Naturalistic Observation	Apply methodologies using standardized protocols for the systematic collection and analyses of data for a variety of audiences and constituencies.
121	Instructional Program Evaluations	Review proposals, plan, design and conduct evaluations of specific educational, staff development, and auxiliary programs.
122	Research Projects	Review research requests, plan, design and conduct research projects on specific educational issues.
261	Teacher Center (Professional Library)	Maintain and operate the district's central professional library.
263A	Instructional Media	Supervise or participate in the selection, development, and coordination of the use of books and instructional media.
320A	Budget Preparation – Programs/ Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
713A	Program Administration	Coordinate and administer assigned programs and/or activities.

**Education/Experience:**

Bachelor's Degree and six (6) years of related experience; or

Associate's Degree and eight (8) years of related experience; or

High School Diploma or equivalent and ten (10) years of related experience.

**Supervisory Responsibility:**

Yes – full responsibility