

## Leon County Public Schools Classification Specification

Salary Grade 27

### Summary Information:

**Classification Title:** Manager, Extended Day Programs                      **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

736	After School Care	Supervise all after school care programs.
730	Budgeting - Schools	Generate funds by tracking student enrollment, monitor all internal accounts, participate in all audits, and supervision of expenditures from all funds.
322	Budget Monitoring	Monitor expenditure and revenue patterns and adjust the budget, as needed.
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.
590	Recruitment	Recruit individuals to fill vacant positions. Coordinate all administrative requirements in the recruitment process.
031	Liaison	Liaison between staff, parents, students and principal.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non-educational</u> programs and performance.
110	Registration Analysis	Compile and analyze statistical data on registration. Interpret impact on registration policies and procedures.
504	Forms Design	Design and compile forms, brochures, etc.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.

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### Activity Name (Cont)

603	Disciplinary Actions	Recommend the discipline and/or termination of staff. Coordinate the approval and documentation requirements.
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.
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.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
312	Board Reports	Conduct analyses and prepare reports for the Board and its committees. Includes time allocated to preparing for Board and committee meetings.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

**Education/Experience:** B.A. or B.S. Degree with three years related experience; or  
A.A. Degree with five years related experience; or  
High School diploma or equivalent with seven years related experience

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003