

# Leon County Public Schools Classification Specification

Salary Grade 31

## Summary Information:

**Classification Title:** Activities Leader

**Date Prepared:** 04/2011, 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

294	Athletic Events Management	Direct or coordinate the conduct of athletic events and the performance of support activities.
702	General Student Supervision	Monitor campus (including the cafeteria and grounds). General student supervision and control. Administer rules and regulations regarding student conduct.
703	Discipline	Discipline students referred from teachers and staff. Confer with parents/agency representatives regarding discipline cases.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
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.
297	Athletic Equipment	Select, maintain, store, and keep inventory for athletic equipment.
751	Instructional Delivery	Adapts instructional programs to fit individual needs of students, i.e., use of array of instructional aids and equipment.
999	Assigned Duties	Perform other duties as assigned.

## General Classification Specification Factors:

**Education/Experience:** High School diploma or equivalent with one year related experience

**Supervisory Responsibility:** None

**Type of Supervision:** N/A

**Effective Date:** 07/27/2011; 07/01/2003