

Leon County Public Schools Classification Specification

Salary Grade 21

Summary Information:

Classification Title: Assistant Superintendent **Date Prepared:** 04/2003
FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
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.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does <u>not</u> include employee grievances.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
050	Management Analysis	Analyze organization structure, staffing levels, and operations. Conduct internal consulting projects.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non educational</u> programs and performance.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
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.
076	Program Request Evaluation	Analyze requests to develop and/or implement non educational programs for schools or departments.

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Activity Name (Cont.)

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).
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does <u>not</u> include parent liaison.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
321	Analysis of Budget Requests	Review and analyze budget requests from schools and support departments. Make recommendations on funding and staffing levels. Prepare analytical reports on budget requests.
083	Legislative Functions	Work directly with Department of Education staff, legislative aides and various legislators on issues effecting legislation, and the language of legislation.
316	Public Relations	Address questions, concerns and requests from members of the public.
310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
314	Government Relations	Meet with elected officials and administrators of other school systems, the state, city, and county government.
108	Event Attendance	Attend extracurricular/intramural and/or other cultural, social and community events <u>as required</u> .
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: M.A. or Ph.D. with six years related experience; or
B.S. Degree or B.A. Degree with eight years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision applies to one or more cost centers with full responsibility for results in terms of costs, methods, and personnel administration.

Effective Date: 07/01/2003