

# Leon County Public Schools Classification Specification

Salary Grade 30

## Summary Information:

**Classification Title:** Assistant Manager, Extended Day Program      **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

702	General Student Supervision	Monitor campus (including the cafeteria and grounds). General student supervision and control. Administer rules and regulations regarding student conduct.
756	General Instructional Support	Provides support and assistance to teachers and staff in care giving and supervision of students. Assists in preparation of classroom materials and monitoring student management systems.
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).
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
044 A	Substitute Scheduling (Non-Teacher)	Arranges for the services of a substitute in the absence of a regular staff member.
109	Registration	Coordinate and conduct student registration and pre registration. Process corresponding registration materials. Includes preparation for registration process.
111	Admissions	Enter new students into the appropriate admissions/enrollment records. Includes administering and interpreting policies regarding student admission, re admission, late registration, etc.
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.
031	Liaison	Liaison between staff, parents, students and principal.

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### Activity Name (Cont)

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.
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.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
224	Medication Administration	Supervision and administration of students' medications. Procurement of forms, required labeling and delivery.
611	Potential Employee Background Checking	Includes fingerprinting and other methods for verifying experience, credentials, and other characteristics of potential employees.
560	Internal Communications	Write, edit, and communicate administrative and informational matters to students and staff.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

<b>Education/Experience:</b>	A.A. Degree with no related experience required; or High School diploma or equivalent with two years related experience; and Appropriate certification/license as required
<b>Supervisory Responsibility:</b>	Yes
<b>Type of Supervision:</b>	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.
Effective Date:	07/01/2003