

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

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

317	Staff Relations	Follow-up with staff on items and issues -- relative to Board meetings and requests from the public.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
047	Professional Meetings	Attend professional association meetings <u>as required</u> .
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).
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
322	Budget Monitoring	Monitor expenditure and revenue patterns and adjust the budget, as needed.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with three years related experience; or
A.A. Degree with five years related experience; or
Vocational Training (720 hours) with six years related experience; or
High School diploma or equivalent with seven years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time 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 little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003