

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Enrollment Services **Date Prepared:** 04/20003
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

331	Benefit Plan Administration	Assist employees/retirees in completing enrollment forms for all benefit programs. Answer employee/retiree questions. Compile and file reports.
373	Insurance Plan Enrollment	Enroll employees into benefits insurance plans upon employment and during open enrollment periods.
594	Employee Contract Administration	Interpret all employee collective bargaining contracts.
599 A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff.
713	Program Administration	Coordinate and administer special on or off campus programs or campus activities (e.g., tutoring, Compensatory Ed., substance abuse programs, etc.).
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).

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Activity Name (cont)

620	Leave Accounting	Coordinate and administer a leave accounting system for the District.
601	Personnel Compliance	Ensure compliance with local, state, and federal regulations regarding all phases of employment. Includes certification monitoring.
609	Personnel Reporting	Prepare personnel reports to meet various internal and/or external requests.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
504	Forms Design	Design and compile forms, brochures, etc.
565	Publications	Write, edit, and produce brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
613	Self Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with six years related experience; or
A.A. Degree with eight years related experience; or
High School diploma or equivalent with ten years related experience

Supervisory Responsibility: Yes

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

Effective Date: 07/01/2003

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Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> • Oral communication--exchanging or expressing ideas by means of the spoken word • Presentations--transmitting information in a formal setting • Foreign communication--using a language other than English to communicate in writing or orally • Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. • Editing written documents for content • Reading comprehension - understanding technical or scientific blueprints and charts • Public speaking 	<p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p>	<p style="margin: 0;">X</p>

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people • Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 	<p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p>	<p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p> <p style="margin: 0;">X</p>