

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Intervention Services

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

141	Dropout Program Management	Manage funded programs for the prevention and retrieval of dropouts.
139	Dropout Prevention	Coordinate and/or implement programs and/or activities to prevent students from dropping out of school.
133	Home School Counseling - Truancy - Program Coordination/Management	Coordinate and/or manage program to investigate student attendance problems and counsel with students, parents, and school staff. Work with courts to enforce the compulsory school attendance law.
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.
191	Parent Involvement	Assist families in understanding their children's educational needs and the resources available within the school. Mobilize parent support for students' educational programming.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
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.
046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.

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Activity Name (cont.)

045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
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.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
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.
320A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff.
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.).
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
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 <u>organizational units</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.
Effective Date:	07/01/2003