

## Leon County Public Schools Classification Specification

Salary Grade 25

### Summary Information:

**Classification Title:** Coordinator

**Date Prepared:** 06/2007

**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

077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
120	Naturalistic Observation	Apply methodologies using standardized protocols for the systematic collection and analyses of data for a variety of audiences and constituencies.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on non-educational programs and performance.
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.
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 implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district.
713-A	Program Administration	Coordinate and administer assigned programs and/or activities.
122	Research Projects	Review research requests, plan, design and conduct research projects on specific educational issues.
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.
320 A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.

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### Activity Name (cont.)

001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
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.
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. or B.S. Degree with six years related; 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:** 06/27/2007