

Leon County Public Schools Classification Specification

Salary Grade 24

Summary Information:

Classification Title: Director I **Date Prepared:** 05/2007
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

301-B	Department/Administration	Administer, manage and coordinate the district wide operation of a department.
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 implementation 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.).
081A	Project/Program Administration	Control and monitor projects and/or programs, oversee administrative details, such as contract billings, project and/or program budgets, status reports, etc.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
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.
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.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
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.

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Activity Name (cont.)

322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
320 A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
002	Indirect Supervision	Plan and direct the work of people who do not 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).
310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
045	Report Preparation (Non-Board)	Prepare required reports. This <u>does not</u> include reports for the Board.
004	Staff Development	Develop and train staff. Perform needs analysis, arrange, coordinate, deliver, evaluate, and/or monitor staff development.
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:	M.A. Degree with six years related experience; or B.A. or B.S. Degree with eight years related experience; or A.A. Degree 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:	06/13/2007