

Leon County Public Schools Classification Specification

Salary Grade 23

Summary Information:

Classification Title: Director II **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-A	Department/Administration	Administer, manage and coordinate the district wide operation of one or more levels of departments.
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.
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.
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.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
050	Management Analysis	Analyze organization structure, staffing levels, and operations. Conduct internal consulting projects.
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.
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 not include parent liaison.

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Activity Name (cont.)

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.
310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
312	Board Reports	Conduct analyses and prepare reports for the Board and its committees. Includes time allocated to preparing for Board and committee meetings.
320	Budget Preparation	Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School 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.
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.
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.
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.
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

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> • Developing Multi-year Strategic and/or Operational Plans • Developing Annual Budgets • Policy Development • Controlling Expenses • Coordinating Resources • Decision making • Delegation • Individual/group leadership • Interpersonal (working with groups) • Knowledge of Business/organizational systems • Negotiating and/or persuading others to take action • Promoting safety • Supervising, coaching and developing employees 		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> • Checking grammar/punctuation • Filing • Perceiving detail in checking information/forms • Reading comprehension (high school level) • Operating word processing software • Operating a computer terminal for data entry • Operating automated spreadsheet software • Scheduling appointments and/or travel • Taking and distributing messages • Taking dictation and meeting minutes • General mathematical - adding, subtracting, multiplying, etc. 		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> • Accounting/finance • Advanced math - algebra, statistics, geometry • Architecture • Bookkeeping • Computer operations • Computer programming • Contract interpretation • Craft skills (electrical, etc.) • Drawing-figures/drafting • Engineering • Graphic arts • Landscaping • Good Judgment • Work standards • Integrity 		

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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 		

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 		