

Leon County Public Schools Classification Specification

Salary Grade 27

Summary Information:

Classification Title: District Volunteer Specialist **Date Prepared:** 04/2003
FLSA Status: Exempt **Authorized Location:** District Level Only

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

570	Community Volunteer Services	Coordinate or solicit community or corporate volunteers for service in the schools.
559	Partnership Planning & Implementation	Collaborate, plan and coordinate implementation efforts with community based partners.
573	Public Relations	Attend student/teacher/employee and volunteer recognition, interact with the business community and general public, coordinate programs with various local governments. Interact with media.
568	Community Relations	Meet with citizens and parents. Visit schools. Attend meetings of and assist business groups, civic clubs, etc. Promote the programs of the school system.
565	Publications	Write, edit, and produce brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications.
091	Grantsmanship	Seek funding from the federal and state governments for special programs.
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.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
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.
571	Fund Raising	Raise private funds to support district or school programs.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.

**Leon County Public Schools
Classification Specification**

Salary Grade 27

Activity Name (cont.)

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).
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or High School diploma or equivalent with seven years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003