

**Leon County Public Schools
Classification Specification**

Salary Grade 22

Summary Information:

Classification Title:	Divisional Director	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

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.
301	Department/School Administration	Administer, manage and coordinate the district wide operation of one or more levels of schools or departments
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.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
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.

Leon County Public Schools Classification Specification

Activity Name (cont.)

312	Board Reports	Conduct analyses and prepare reports for the Board and its committees. Includes time allocated to preparing for Board and committee meetings.
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.
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.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
071	Contract Negotiation	Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does <u>not</u> include grant contracts, labor contract negotiating, or bus contracts which are covered elsewhere.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
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. or Ph.D. with six years related experience, two of which must include supervision of two or more employees.
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