

Leon County Public Schools Classification Specification

Activity Name (cont.)

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.
729	Student Activities	Monitor and supervise all extra curricular student activities such as athletic events, clubs, dances, and field trips.
728	Transportation	Supervise and monitor all student transportation services.
710	Teacher Conferences	Meet with teachers regarding classroom management, student behavior, district programs, or other school matters that are <u>instructional</u> in nature and content.
713	Program Administration	Coordinate and administer special on or off campus programs or campus activities (e.g., tutoring, Compensatory Ed., substance abuse programs, etc.).
712	Academic/Vocational Department Management	Manage or coordinate the activities of an academic/vocational department or grade level(s). Develop department goals and objectives, operating procedures, organization structure and plan and organize the work of subordinates.
707	Facilities Inspection	Visit classrooms and periodically review all areas of the building and grounds.
706	Facilities	Responsible for all federal, state and local standards for health and safety (including, OSHA, etc.), maintenance of building and grounds, renovation and alteration to facility and safety. On call 24 hours a day.
708	Property and Inventory	Responsible for the proper care, storage, and inventory of all school property. Additionally, responsible for the allocation of all school property within the school facility.
705	Health	Responsible for the clinic, student health, dispensing of medication, and transportation to hospitals.
726	SIU Reports, Crime, Acts of Violence	Responsible for weapons searches, drug searches, maintenance of a violence free environment, internal investigation reports, and the reporting of crime to the local police.
725	Custodian of Records	Required to attend Court Hearings when subpoenaed, give depositions, and maintain all records.

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716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.
723	Coordination With Outside Agencies	Responsible for the coordination with all outside agencies, such as HRS, Juvenile Justice, Guardian Ad Litem, local police departments, etc.
721	Legal and Security Work	Handle processing for truancy and law violation matters; investigate drug and theft problems.
736	After School Care	Supervise all after school care programs.
731	Purchasing	Conduct all purchasing, vendor coordination, contract negotiation
717	Other School Reports	Prepare periodic reports which involve compiling and/or reporting such items as student-teacher ratios and other similar subjects.
724	Grants Writing	Responsible for obtaining additional grant funds.
709	School and/or Advisory Meetings	Attend meetings involving groups such as staff, other administrative personnel, etc., that are <u>non instructional</u> in nature and content.
722	District Committees	Serve on all district committees as required
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	M.A. Degree with six years related experience; and Appropriate educational certification/license
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision applies to one or more <u>cost centers</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.

Effective Date: 07/01/2003