

JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

REVISED

I-2.2.30 ESE (SEDNET) Specialist (Project Manager)

This position is revised to reflect changes in the Florida Department of Education SEDNET project, updated terminology, reporting requirements, and increased collaboration with agency personnel.

I-2.2.31 ESE (SEDNET) Specialist

This position is revised to reflect changes in the Florida Department of Education SEDNET project, updated terminology, and increased collaboration with agency personnel.

Job Locator: I-2.2.30

**ESE (SEDNET) Specialist (Project Manager) Position Grade:
Teachers Salary Schedule Evaluated by: Director of ESE**

Job Description:

The SEDNET Project Manager is directly responsible to the Director of Exceptional Student Education, Clay County Schools. He/she serves in a staff relationship with other ESE Specialists and ESE teachers. The project manager works closely with outside agency staff to provide services to eligible students.

Responsibilities and duties of this position include:

1. ~~Coordinate Advisory Board meeting agenda and implementation of decisions.~~ Provide leadership as a liaison for information gathering, analysis and dissemination to identify issues, patterns and gaps in comprehensive systems of care critical to eligible students in the three county area (Clay, Duval and Nassau).
2. ~~Chair FSPITs in county(ies) as assigned.~~ Promote and facilitate parent involvement in the network and local systems of care.
3. ~~Provide direct case management for school identified SED/EH students as designated by FSPITs.~~ Develop and deliver products and training that support best practice and increase mental health and social services for students with or at risk of emotional and behavioral disturbance.
4. ~~Provide technical assistance to referring persons regarding application for FSPIT services.~~ Develop goals, objectives, activities and expected outcomes for the Individuals with Disabilities Education Act (IDEA) Part B, SEDNET grant.
5. ~~Receive and review all referrals for children/adolescents who are eligible for FSPIT services in designated county(ies).~~ Facilitate interagency collaboration and provide resource and referral services to parents, school personnel, and community representatives regarding services for student with or at risk of emotional and behavioral disturbance.
6. ~~Schedule FSPIT meetings.~~ Compile activities required by the Florida Department of Education (FLDOE) for monitoring, tracking and evaluation purposes.
7. ~~Notify participants of meetings.~~ Attend SEDNET inservice trainings and project workdays sponsored by the FLDOE.
8. ~~Work to ensure that a comprehensive plan is developed for each child reviewed by FSPIT.~~ Provide direct support to department and schools in specific areas of program expertise.
9. ~~Work to ensure accurate tracking of all FSPIT plans.~~ Attend IEP meetings, upon request, of students who are at-risk or have social/emotional disabilities to provide support and resources to staff and families.
10. ~~Schedule re-evaluation/review dates as designated on FSPIT plans.~~ Perform such other tasks and assume other responsibilities as the Director of Exceptional Student Education may assign.
11. ~~Review and monitor FSPIT plans.~~
12. ~~Approve wrap around and contingency fund spending for participating FSPIT county(ies).~~
13. ~~Coordinate project needs and evaluation activities.~~
14. ~~Assist with fiscal operation of the project.~~
15. ~~Plan and facilitate training activities.~~

Required Qualifications:

1. Knowledge or experience in programming and planning for the educational and/or mental health needs of ~~SED/EH children and youth~~ students with or at risk of emotional or behavioral disability.
2. Currently possess, or eligibility to receive a valid Florida Educator's Certificate and/or licensure in a child-related field (i.e., Special Education, Guidance and Counseling, Social Work, Psychology).
3. Effective interpersonal skills.
4. Strong verbal and written communication skills.

Desired Qualifications:

1. Master's degree in Emotionally Handicapped, or a related area (i.e., Special Education, Guidance and Counseling, Social Work, Psychology).
2. ~~Familiarity with case management procedures and skills.~~ Experience in grant writing.
3. Experience with automated management of data.
4. Ability to supervise and direct.

Effective: 08/17/89

Revised: 8/17/06

Revised: 2/10/14 – pending School Board approval

Job Locator: I-2.2.31
ESE (SEDNET) Specialist
Position Grade: Teacher Salary Schedule
Evaluated By: Director of ESE

Job Description:

The SEDNET Specialist is directly responsible to the Director of Exceptional Student Education, Clay County Schools. He/she serves in a staff relationship with other ESE Specialists and ESE Teachers. ~~The Specialist will serve as a liaison between the SEDNET Advisory Board and the FSPIT participating agencies.~~

Responsibilities and duties of this position include:

1. ~~Ensure implementation of Advisory Board decisions.~~ Promote and facilitate parent involvement in the network and local systems of care.
2. Chair Child Family Staffing (CFS) and Family Services Planning Team FSPIT (FSPT) in ~~county(ies)~~ counties as assigned.
3. Provide direct case management for ~~school-identified SED/EH~~ eligible students as designated by CFS and FSPITs FSPT.
4. Provide technical assistance for referrals as needed. ~~to referring persons regarding FSPIT services for eligible students.~~
5. Receive and review all referrals for children/adolescents who are eligible for FSPIT services.
6. ~~Schedule FSPIT meetings.~~ Ensure that CFS and FSPT meetings are scheduled and necessary personnel invited.
7. ~~Notify participants of meetings.~~ Ensure that the plan developed for each eligible student is implemented and reviewed as required.
8. ~~Work to ensure that a comprehensive plan is developed for each child reviewed by FSPIT.~~ Facilitate interagency collaboration and provide resources to parents, school personnel, and community representatives regarding services for students with or at risk of emotional and behavioral disturbance.
9. ~~Work to ensure accurate tracking of all plans.~~ Provide direct support to department and schools in specific areas of program expertise.
10. ~~Schedule re-evaluation/review dates as designated on FSPIT.~~ Attend IEP meetings, upon request, of students who are at-risk or have social/emotional disabilities to provide support and resources to staff and families.
11. ~~Review and monitor all FSPIT plans.~~ Attend SEDNET inservice trainings and project workdays sponsored by the Florida Department of Education.
12. ~~Approve wrap-around and contingency/fund spending for participating FSPIT counties.~~ Perform such other duties and assume other responsibilities as the Director of Exceptional Student Education may assign.

Required Qualifications:

1. Knowledge of experience in programming and planning for the educational and/or mental health needs of ~~SED/EH children and youth~~ students with or at risk of emotional or behavioral disability.
2. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in a child-related field, (Special Education, Guidance and Counseling, Social Work or Psychology).
3. Effective interpersonal skills.
4. Strong verbal and written communication skills.

Desired Qualifications:

1. Master's Degree in Education, Guidance and Counseling, Social Work, or Psychology.
2. ~~Ability to supervise and direct.~~ Experience collaborating with agency and community personnel.
3. Familiarity with case management procedures and skills.
4. Experience with automated management of data.

Effective: 8/17/1989

Revised: 8/17/2006

Revised: 2/10/14 – pending School Board approval

Job Description Rationale – Superintendent’s Office

Deputy Superintendent

The Deputy Superintendent serves as second in command and the Administrator-in-Charge as directed by the Superintendent of Schools. This position carries a tremendous amount of responsibility with the district’s 5,000 employees and approximately 35,500 students. The responsibilities and duties of this position as listed in the job description sufficiently justify its continued need. The salary range for this position is in accordance with the School Board approved Administrative Salary Schedule.

Public Relations Officer

In a district the size of Clay, a Public Relations liaison is critical to promoting positive communications, effectively disseminating information, and building positive working relationships with the news media, businesses and other governmental agencies, as well as the general public. The responsibilities and duties of this position as listed in the job description sufficiently justify its continued need. The salary range for this position is in accordance with the School Board approved Administrative Salary Schedule.

Job Locator: D-1.1.02
Deputy Superintendent
Position Grade: Deputy Superintendent
Evaluated By: Superintendent

Job Description

The Deputy Superintendent is directly responsible to the Superintendent of Schools. He The Deputy serves in a line-staff relationship with the Assistant Superintendents.

Responsibilities and duties of this position include:

1. Provide assistance to the Superintendent in the general administration of the school system and serve as Administrator-in-Charge of the school system when as directed by the Superintendent. ~~is absent from the county.~~
2. Assist the Superintendent in supervising coaching and coordinating the assistant superintendents and principals.
3. Supervise and evaluate the Director of Transportation and Chief Information Officer.
4. Assist the Superintendent in directing and coordinating comprehensive improvement planning and strategic planning for the school district.
5. Assist the Superintendent in promoting and maintaining positive School Board-Superintendent relations.
6. Coordinate the development and maintenance of the policies of the school board.
7. Coordinate the development and revisions of staff allocations of the school district.
8. Coordinate the development and revisions of the student and employee work calendars of the school district.
9. Assist the Superintendent in coordinating agendas for Superintendent's staff and principals' meetings.
10. Assist the Superintendent in promoting and maintaining positive relations between the school system and the community.
11. Assist the Superintendent in ~~insuring~~ ensuring compliance with all laws, rules, regulations, and policies governing the school system.
12. Assist the Superintendent in promptly hearing and responding to the concerns of the parents and the public in general.
13. Perform other duties as directed by the Superintendent.

Required Qualifications:

1. Currently possess, or ~~eligibility~~ be eligible to receive, a valid Florida Educator's Certificate with certification in Administration/Supervision, Educational Leadership or School Principal.
2. Five (5) years successful experience in administration or supervision.
3. Skill in human relations.

Revised: 04/10/86

Revised: 11/16/99

Revised: 02/15/2007

Revised: 02/10/2014 pending School Board approval

Job Locator: I-1.1.61
Public Relations Officer
Pay Grade: Coordinator II
Evaluated By: Superintendent

Job Description:

The Public Relations Officer is directly responsible to the Superintendent of Schools. This person serves in a staff relationship with the Deputy Superintendent and other administrators.

Responsibilities and duties of this position include:

1. Promotes communication, at the direction of the Superintendent and Board, among key school system stakeholders (i.e. School Board, Superintendent, media, general public, businesses and other governmental agencies).
2. Accurately and effectively communicates information and messages regarding district goals, issues, plans, programs and events to audiences.
3. Produces ~~the Extra Credit~~ **news publications** as directed by the Superintendent.
4. Coordinates and promotes school and district-level business partnerships, volunteer and mentor programs.
5. Provide all statistical data and requested information about Clay County's volunteers and business partners to the Department of Education.
6. Assists with employee recognition efforts at the district and school level.
7. Develops, updates and disseminates information regarding the school system for newcomers.
8. Assists schools and work sites with public/community relations efforts.
9. Web Developer – Directly responsible for the creation and dissemination of information on the district website.
10. Assists the Director of Instructional Personnel in recruiting efforts.
11. Assists Instructional Support Services Personnel with the dissemination of information on Educational Cable Channel 29.
12. Creates videos for recognition and educational videos for schools and the district as needed.
13. Directly responsible for the broadcasting of School Board meetings on Educational Cable Channel 29.
14. Serves on community and district level committees as directed by the Superintendent.
15. Serves as Executive Director of the Clay County Education Foundation.
16. Assists with other projects and responsibilities as assigned.

Required Qualification

1. Bachelor's degree from an accredited college or university.
2. Skills in oral and written communication.
3. Successful experience with multimedia technology.

Board Approved: 6/30/99 (Effective 7/01/99)

Revised: 5/15/2008

Revised: 02/10/2014 pending School Board approval

JOB DESCRIPTION RATIONALE – DEPUTY SUPERINTENDENT'S OFFICE:

The Deputy Superintendent's office is responsible for the development of all allocations within the school district. Administrator-on-Assignment is a necessary job description that is to be utilized during periods of transition. For example, in the event a retirement is approaching for a key administrative position, the Administrator-on-Assignment job description may be utilized as an allocation to facilitate on the job training. The salary range is dictated by the level of administrator indicated. Although this job is not allocated every year, the job description is necessary to have in place to ensure smooth transitions.

Job Locator 1-1.3.11

Administrator on Assignment

Position Grade: Determined by Allocation

Evaluated by: Assigned Administrator

Job Description:

The primary responsibilities of this position are to provide training, transition and/or project support to a permanent administrative position. In most cases, this position will be temporary in duration and allocated with specific beginning and ending dates. The Administrator on Assignment is directly responsible to the assigned supervisor and serves in the same staff relationship as that established in the permanent administrative position this Assignment supports.

Responsibilities and duties of this position include:

1. Provide training, orientation and introduction for new administrator.
2. Complete and/or organize projects in process so that work flow and service provision are not interrupted by administrative transition.
3. Assist in prioritizing pending projects, objectives and commitments.
4. Assume responsibilities for development, implementation, completion, evaluation and follow-up of special projects as assigned.
5. Perform other duties as assigned by supervisor.

Required/Desired Qualifications:

1. The required and desirable qualifications of this position may be found on the job description of either: 1) the permanent administrative position it is allocated to support; or 2) the permanent administrative position to which the person was assigned immediately prior to his redesignation as an Administrator on Assignment.

Board Approved: 1/15/98

JOB DESCRIPTION RATIONALE – INFORMATION SERVICES:

The Department of Information Services has a leadership team consisting of one Director, three and a half Supervisors, and three Coordinators. Information Services utilizes administrators due to the confidential nature of our services and the need to be operational 24/7. This team oversees the daily operation and security of the District's network infrastructure, internet connect, telecommunications system, core data systems for Human Resources, Finance, and Student, application development and training support, service desk, and onsite technical support for almost 20,000 devices for over 40,000 users. The Director oversees all aspects of services and directly supervises the business and HR operations of the department. Three fulltime Supervisors each oversee one of the three sectors of Information Services; 1. Core Data Systems, 2. Infrastructure and Operations, and 3. Technical Support. The fourth part-time Supervisor covers the area of Analysis, Research, and Development of new instructional technologies. Three Coordinator positions are responsible for wireless network and security, telecommunications, and web-based communication applications. Salary ranges appear to be adequate at this time despite the competitive nature of the industry and the expertise needed for these positions.

Job Locator: I-1.1.25-I
Director of Information Services
Position Grade: Director I
Evaluated By: Deputy Superintendent

Job Description:

The Director of Information Services is responsible to the Deputy Superintendent and serves in a staff relationship with other Directors and the Assistant Superintendents.

Responsibilities and Duties of this position include:

1. Provide strategic and tactical direction to the District for information technology ensuring that the information systems infrastructure effectively supports the District's mission and strategic plan.
2. Lead the information technology management team, overseeing staff responsible for telecommunications, management of reports and forms control, application development, application support, network operations, field support and technology implementation.
3. Provide leadership in relations between Information Systems and District schools and departments, establishing and maintaining effective communication and working closely with technology committees.
4. Oversee technology purchases ensuring that the most appropriate and cost-effective technology and staff is selected to address the defined business need.
5. Manage the department budget and associated project budgets in a fiscally prudent manner
6. Assist in the development of the district technology plan for Board review and acceptance
7. Conduct annual performance assessments, ensure appropriate professional development is pursued and make recommendations for appropriate employment action.
8. Develop, maintain and coordinate procedures that will ensure secure, reliable and well-supported technology systems and services.
9. Exercise proactive leadership in promoting the vision and mission of the District.
10. Perform other duties/tasks consistent with the goals and objectives of this position.

Required Qualifications:

1. Bachelor's Degree with emphasis on, or experience in information services.
2. Five (5) years experience in teaching, administration or supervision.
3. Knowledge of current information technology, student systems, network infrastructure, voice/data systems, security systems and desktop/mobile hardware & software.
4. Skills in human relations.
5. Knowledge of, and experience in the education industry.

Desired Qualifications:

1. Master's Degree
2. Knowledge of Florida Statutes and State Board of Education Rules.

Effective: November 16, 2010

Job Locator: I-1.4.22
Supervisor of Information Services
Position Grade: Supervisor III
Evaluated by: Director of Information Services

Job Description:

The Supervisor of Information Services is directly responsible to the Director of Information Services. He/she is directly responsible for all activities related to Instructional Technology in the district.

Responsibilities and Duties of this position:

1. Work with the Director of Information Services and other department employees and school system employees to analyze computer hardware and software and networking needs to meet district instructional needs.
2. Supervise work flow for maintaining and repairing district hardware and software.
3. Assist school and district personnel in the operation and effective utilization of instructional technology.
4. Assist the Director of Information Services with designing and implementing the minimum system requirements and standardized system specifications throughout the district.
5. Assist school and district personnel in the selection, organization, and use of appropriate technological software, hardware, and related resources.
6. Supervise and assist in the development and implementation of the district and school technology plans, comprehensive planning and budgeting, and the development of procedures for technology specialists and advisors.
7. Review, coordinate, and monitor the development and implementation of appropriate curriculum and technology programs with school and district personnel with emphasis on classroom applications (K-12), and technical support.
8. Generate and maintain records and reports necessary to the successful execution of the job; i.e. district technology plan, school technology plans, projects, and inventories.
9. Provide technological support for the instructional program through regularly scheduled meetings with technology advisors, visits to schools, and articulation within the Instructional Division and all other departments.
10. Collaborate, assist, and evaluate activities of Support personnel.
11. Coordinate the setup of computer and telecommunications networks district wide, including maintaining related records and information.
12. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Bachelor's Degree and/or industry certification and/or five years experience in the support supervision of multiple site locations, remote software deployment, networking support tools, data communications, MS Server installation and support in a medium to large network.
2. Experience teaching computer science/or computer operation/or programmer/or system analyst/or extensive experience using personal computer applications.
3. Working knowledge of industry standards, i.e. networking, hardware, software, web applications.
4. Experience with Process Flow, Change Management, and Project Management Processes.
5. Experience in developing communication strategies utilizing current technologies and industry best practices.
6. Ability to communicate well and work well with people.

Desired Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate in Administration and Supervision or Education Leadership.
2. Valid Florida Educator's Certificate
3. Three (3) years experience in teaching
4. Certifications (MCSE)

Board Approved: 5/18/06
Revised: 3/17/11
Revised 2/10/14 – pending School Board approval

Job Locator: I-1.4.21

Information Services

Coordinator Position Grade:

Coordinator II

Evaluated by: Director of Information Services

Job Description:

The Information Services Coordinator is directly responsible to the Director of Information Services. He/she has primary responsibility for research and planning related to Data Networks, Software Support, Server planning, and Data Communications to support the District.

Responsibilities and Duties of this position:

1. Analyze computer hardware, software and networking requirements to prepare recommendations to meet district needs.
2. Supervise work flow for maintaining and repairing district hardware, software, and web applications.
3. Review Technology changes and offer alternatives to more effectively and efficiently support hardware and software, and other digital resources.
4. Assist in the design and documentation of system requirements and system specifications throughout the district.
5. Assist school and district personnel in the selection, organization, and use of appropriate technological software, hardware, and related resources.
6. Supervise and assist in the development and implementation of the district and school technology plans, comprehensive planning and budgeting, and the development of procedures for technology specialists and advisors.
7. Generate and maintain documentation necessary to the successful execution of the job; i.e. software inventory, hardware inventory, IS procedures, Project plans, Disaster plans, Change Management, Feasibility Studies.
8. Provide Professional Development for assigned staff as needed.
9. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Bachelor's Degree and/or industry certification.
2. Experience working with technology in an educational setting.
3. Working knowledge of industry standards, i.e. networking, hardware, software, web applications.
4. Experience with Process Flow, Change Management, and Project Management Processes.
5. Experience in developing communication strategies utilizing current technologies and industry best practices.
6. Ability to communicate well and work well with people.

Desired Qualifications:

Familiarity with Research and Development processes including the creation of feasibility studies.

Board Approved: 05/06/2013

JOB DESCRIPTION RATIONALE – TRANSPORTATION DEPARTMENT:

The Transportation Department's leadership team consists of five administrators who oversee the daily operations of our school bus system that transports approximately 16,000 students to and from school. The salary ranges are appropriate given the experience of the current leadership staff and the complexity of issues surrounding the management of 276 employees and the safe transportation of students to school, on field trips and extra-curricular activities.

Job Locator: 0-1.1.24
Director of Transportation
Position Grade: Director 1
Evaluated By: Deputy Superintendent

Job Description:

The Director of Transportation is responsible to the Deputy Superintendent and serves in a staff relationship with other Directors.

Responsibilities and Duties of this Position Include:

1. Provide direction and supervision to the Transportation Department employees.
2. Ensure that all laws, regulations and policies governing the transportation of students are observed.
3. Provide for the training and development of all Transportation Department employees.
4. Provide for the proper maintenance and prompt submission of all required records and reports for Transportation.
5. Provide for the planning and implementation of school bus routes and schedules.
6. Assist in the development of the Annual and Long Range Comprehensive Plan and Budget on all transportation related needs.
7. Provide leadership in developing and implementing a transportation safety program.
8. Perform other duties as assigned by the Deputy Superintendent.

Required Qualifications:

1. A Bachelor's Degree.
2. Knowledgeable about school transportation.
3. Experienced and training in management and supervision.
4. Skill in human relations.
5. Skill in oral and written communication.
6. Must maintain a safe driving record.
7. Be able to work in harmony with school based administrators, staff, subordinates and the public.

Revised: 8/13/87
Revised: 5/20/93
Revised: 3/16/06 (Effective 7/01/06)

Job Locator: O-1.2.40-I
Supervisor of Transportation
Services Position Grade:
Supervisor III
Evaluated By: Director of
Transportation

Job Description:

The Supervisor of Transportation Services is responsible to the Director of Transportation.

Responsibilities and Duties of this Position Include:

1. Provide daily supervision of all bus transportation operations, including home-to-school and school-to-home transportation of all students, extracurricular bus trips, and bus driver assignments.
2. Supervise all personnel involved in vehicle maintenance and assist with employee performance evaluations.
3. Supervise the collection and input of vehicle maintenance data through automated programs, and prepare routine reports for the Director's review.
4. Schedule personnel/equipment within the realm of fleet maintenance to assure vehicle inspections in accordance with statutory requirements and Board Policy.
5. Supervise Routing Personnel and monitor the utilization of the computerized Bus Routing Program to assure safe, efficient and effective use of personnel and equipment.
6. Coordinate training for bus drivers and bus monitors.
7. Assist the Director in investigating and responding to requests from parents, school-based personnel and others as appropriate regarding bus routing, bus drivers, bus monitors and District transportation needs.
8. Assist in completion of required District, State and Federal reports.
9. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to traffic and pupil transportation.
10. Assist in the investigation of school bus accidents.
11. Supervise the assignment of buses to drivers and the rotation of buses as appropriate to maximize longevity and efficiency of bus fleet.
12. Assist Director in employee performance evaluations for bus drivers and bus monitors. Assist with bus stop and bus loading zone observations and safety checks.
13. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's degree or an Associate's Degree and ten(10) years administrative experience in a Transportation-related field.
2. Ability to follow DER and EPA guidelines as to handling, storing and disposing of waste materials.
3. Considerable knowledge of school bus mechanical operations and pupil transportation rules as defined by School Board Policy and Chapter 6A-3 of Florida State Board Rules.
4. Must maintain a safe driving record during employment.
5. Must have the ability to work in harmony with other School Board employees and general public.
6. Must be skilled in written and oral communication.

Desired Qualifications:

1. Graduate from an accredited college or university with a Master's Degree.
2. Experience in teaching, instruction of others.
3. Considerable knowledge of school bus operation and training program.
4. Experience in school transportation or credentials in related field.

Effective: 4/10/86

Revised: 8/13/87, 1/19/89, 4/23/92

4/21/94, 6/22/95, 6/30/99, 8/19/99, 8/16/07, 10/18/07

9/16/10, 2/21/13 (Board Approval)

Job Locator: 0-1.2.44
Transportation Specialist Position
Grade: Coordinator III
Evaluated By: Transportation Services Supervisor

Job Description:

The Transportation Specialist is responsible to the Transportation Services Supervisor.

Responsibilities and Duties of this Position Include:

1. Develop and conduct pre-service and in-service training programs for bus drivers, bus monitors, and substitute drivers, including State of Florida required training.
2. Conduct an investigation and submit written analysis on all school bus accidents for management review and further appropriate action.
3. Maintain individual bus driver files which indicate dates of training and dates of accident involvement when applicable.
4. Perform "behind-the-wheel" observation of bus drivers to ensure drivers are following the methods taught in training, and are adhering to State and local guidelines.
5. Responsible for conducting Department safety meetings, maintaining safety records, assisting schools with their State mandated student safety programs, and overseeing the Driver Safety Committee.
6. Perform safety checks of school loading zones and bus stops.
7. Maintain the District's Safe Driver Program and all documentation required for this program.
8. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to traffic and pupil transportation.
9. Perform other duties that may be assigned by the Transportation Services Supervisor or his/her designee.

Required Qualifications:

1. Graduate from an accredited college or university with an Associate degree and five (5) years-experience in a Transportation related field.
2. Must possess valid Commercial Driver's License and a valid School Bus driver's license.
3. Must maintain a safe driving record during employment.
4. Must have the ability to work in harmony with other School Board employees and the general public.
5. Possess previous supervisory or administrative experience.
6. Must be skilled in written and oral communications.

Desired Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree.
2. Experience in teaching, instruction of others.
3. Considerable knowledge of school bus operation and training programs.
4. Experience in school transportation or credentials in related field.

Board Approved: June 30, 1999
Revised: 8/19/99
Revised: 1/20/05

Job Locator: O-1.4.06
Coordinator of Routing
Position Grade: Coordinator IV
Evaluated by: Director of Transportation

Job Description:

Coordinates the routing and scheduling of bus transportation and ensures compliance of rules, regulations and District policies. He/she is responsible to the Director of Transportation and serves in a staff relationship with other Transportation Coordinators.

Responsibilities and duties of this position include:

1. Supervises and evaluates drivers assigned to their geographic area.
2. Works directly with assigned schools to coordinate bus services.
3. Establishes bus routes and schedules for the transportation of District students, evaluates distances, stop and start times in accordance with State and District policies/rules. Develops the construction of routes/stops through the MapNet Computer System for drivers, parents and schools.
4. Investigates the over-all feasibility, associated costs or liabilities and governing rules or regulations to requested route or time changes; authors written decision to requesting party.
5. Supervises driver performance and compliance of District policies, communication between dispatcher and drivers; supervises dispatch during their response to unique or unusual situations (i.e. breakdowns or accidents); conducts behind-the-wheel evaluations and reviews vehicle inspection reports.
6. Coordinates and attends driver/parent conferences at school level regarding student behavioral problems, parent complaints, or special needs, etc.
7. Responsible for the preparation and final submission of the State FEFP report, which determines the state funding received by the District.
8. Reviews and maintains departmental records pertaining to driver/monitor absenteeism, discipline problems, late buses, etc.
9. Performs other duties of a similar nature or level.

Required Qualifications:

1. Graduate from an accredited college or university with an associate degree or have five (5) years experience in the transportation field.
2. Possess a valid Florida Driver's License appropriate to operate the assigned vehicle/equipment and comprehensive knowledge of transportation rules and/or regulations, and maintain same during employment.
3. Demonstrated abilities in written and oral communication skills.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search, and no conviction for DUI within seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Work in harmony with other School Board employees and the general public.

Desired Qualifications:

1. Bachelor's degree from accredited college or university.
2. Possess previous supervisory experience in school administration or transportation.

Board Approved: 5/15/2003

Job Locator: O-1.4.30
Area Manager
Position Grade: Coordinator IV
Evaluated By: ~~Coordinator~~ Supervisor of
Transportation Services

Job Description:

The Area Manager is responsible to the Coordinator of Transportation Services.

Responsibilities and Duties of this Position Include:

1. Supervise school bus drivers and monitors within assigned area.
2. Attend parent conferences regarding drivers and monitors.
3. Responsible for receiving and acting on complaints against drivers and monitors.
4. Perform driver and monitor observations.
5. Assist with driver and monitor evaluations.
6. Investigate and react to driver and monitor concerns.
7. Work in conjunction with the Transportation Specialist for the recruitment of new drivers and monitors.
8. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to pupil transportation.
9. Assist in the investigation of school bus accidents.
10. Perform all other duties that may be assigned by the Coordinator of Transportation Services or the Director of Transportation.

Required Qualifications:

1. Graduate from an accredited college or university with an Associates Degree or eight (8) years experience in Transportation related field; with a minimum of five (5) years as a school bus driver.
2. Must possess a valid Commercial Driver's License.
3. Must maintain a safe driving record during employment.
4. Must have the ability to work in harmony with other School Board employees and the general public.
5. Must be skilled in written and oral communications.
6. Must possess outstanding people skills.

Desired Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree.
2. Possess considerable knowledge of school transportation operations.
3. Experience in school transportation or credentials in related field.
4. Possess previous supervisor or leadership experience.

Board Approved: 2/19/04, Effective 7/01/04
Revised: 1/20/05
Revised: 11/16/10
Revision: 2/10/14 Pending School Board Approval

JOB DESCRIPTION RATIONALE – BUSINESS AFFAIRS DIVISION:

The job descriptions for the Business Affairs Division have been revised to currently reflect its diverse responsibilities based on regulations stemming from federal, state, and governmental mandates. The revisions to these job descriptions are all related to accounting, purchasing, and payroll functions. There were no changes in job descriptions within the Department of Food and Nutrition Services.

Job Locator: B-1.1.03
Assistant Superintendent for Business Affairs
Position Grade: Assistant Superintendent
Evaluated By: Superintendent

Job Description:

The Assistant Superintendent for Business Affairs is directly responsible to the Superintendent of Schools. This person serves in a line-staff relationship with the Deputy Superintendent and staff relationship with the other Assistant Superintendents.

Responsibilities and duties of this position include:

1. Supervise and evaluate the areas of Purchasing, Warehousing, Financial Records, Payroll, Accounts Payable, Property Control, Accounting, Auditing Risk Management, Insurance and School Food Service.
2. Provide leadership and coordination for all aspects of work in the Division and at all levels for the budgeting process.
3. Supervise the reporting of all financial data to meet requirements set by local, state and federal agencies.
4. Work with auditors for district level and/or school auditing of financial records.
5. Establish procedures and guidelines for operations of Internal Accounts.
6. Plan and conduct and investment/loan schedule for the school system's funds.
7. Establish a positive public relations program with all aspects of the community as related to the financial management of the school system.
8. Supervise salary modeling for collective bargaining.

Required Qualifications:

1. Master's Degree from accredited college or university in Accounting, Business Administration, or Finance. A CPA certification may be substituted for Master's Degree.
2. Minimum of five (5) years successful administrative experience with responsibilities related to the financial/business operations of a school district or comparable government experience with operating budgets in excess of \$150 million annually.
3. Skill in human relations and supervision of personnel.

Desired Qualifications:

1. Experience in preparing or reviewing GASB compliant annual financial statements.
2. Experience in preparing or reviewing school district budgets according to DOE and TRIM requirements.
3. Knowledge of the following: Florida Education Finance Program, Florida Statutes, State Board of Education Regulations, and Financial and Program Cost Accounting and Reporting for Florida Schools.

Revised: 01/14/1992
Revised: 09/09/1997
Revised: 08/21/2012
Revised: 2/10/14 pending School
Board approval

Job Locator: B-1.1.28-1

Director of Finance

Position Grade: Director II

Evaluated By: Asst. Supt. For Business Affairs

Job Description:

The Director of Finance is responsible for directing the operation of account and budgeting. This position serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

1. Supervises the daily operations of the accounting department to ensure that records are accurate for the preparation of all financial and management reporting.
2. ~~Develops and implements new procedures to ensure compliance with governmental accounting standards (State and Federal).~~
2. Coordinates the preparation of monthly and annual financial reports to meet the requirements of the laws of the State of Florida and rules of Florida State agencies.
3. ~~Establishes methods for budget preparation and presentation for the district. Instructs school/departmental personnel in the implementation of the established policies and procedures.~~
3. Assists the Assistant Superintendent for Business Affairs in the development, preparation, and submission of the annual budget in the format required by the Florida Department of Education.
4. ~~Develops policies and procedures for the school internal accounts. Identifies the school's need for automated bookkeeping. Plans for, implements and inservices appropriate staff in the operation of the system.~~
4. Advises divisions and departments of budget policies and procedures and assists in the maintenance of proper budget controls, monitoring and management of the district's budget.
5. ~~Plans for the audits of school internal accounts and performs management audits as directed. Acts as the coordinator between school board staff and federal/state agency personnel on all other required audits.~~
5. Develops and implements new procedures to ensure compliance with governmental accounting standards (State and Federal).
6. ~~Develops and presents materials to train future school administrators on accounting policies and procedures.~~
6. Conducts fiscal impact analyses and revenue and expenditure forecasting.
7. ~~Develops and recommends the department's annual budget.~~
7. Supervise the receipt and deposit of all funds.
8. ~~Coordinates with all other divisional personnel in planning for the redesign for the system's accounting operations.~~
8. Supervise the accounting for federal programs and food services.
9. ~~Performs other duties as requested by the Assistant Superintendent for Business Affairs.~~
9. Acts as the coordinator between school board staff and federal/state agency personnel on required audits other than the audits of school internal accounts.
10. Coordinate cash management, investment opportunities and determine daily cash needs.
11. Prepares periodic reports, trend analysis and other statistical data.
12. Performs other duties requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Accounting and/or Business Administration.
2. Five (5) years experience in accounting and/or auditing.
3. Knowledge of laws and rules pertaining to School/Governmental Accounting.

Desired Qualifications:

1. Certified Public Accountant.
2. Experience in school financial management or accounting/auditing.
3. Experience in payroll systems.

Revised: 2/09/84, 12/13/84, 1/21/93,
4/15/93, 5/15/03, 2/19/2004, 3/18/04
Revised 2/10/14 pending School Board approval

Job Locator: B-1.1.29-II
Director of Purchasing/Accounts Payable/Internal
Accounts and Material Management
Position Grade: Director II
Evaluated by: Assistant Superintendent for
Business Affairs

Job Description:

Directs the District's purchasing, accounts payable and materials management processes. Directs the performance of Purchasing/Accounts Payable/Internal Accounts and Material Management. Assists in the development of the Business Affairs Division's comprehensive plan and budget.

Responsibilities and duties of this position include:

1. Supervise the development and implementation of policies, standards and procedures for district purchasing, accounts payable, internal accounts and materials management (Central Warehouse and Property Control).
2. Supervise the preparation and processing of bids according to current local and state regulatory requirements.
3. Develop bid tabulations and make recommendations to the Superintendent for School Board action related to bid contracts.
4. Advise district personnel regarding needed products or services and assist with development of product/service specifications and available sources.
5. Supervise the maintenance of bid contracts, state contracts purchasing and accounts payable files.
6. Establish and maintain procedures to ensure District purchases meet current local and state purchasing regulatory requirements.
7. Supervise the process for professional negotiations for selection of consultants including assistance with development of resulting contract.
8. Establish the criteria for the selection, indoctrination, performance and development of Department personnel.
9. Assist with preparation of purchasing, Account Payable and Material Managements annual budget for review.
910. Assist other personnel in areas of mutual concern and perform other such duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Business Administration or Related Area.
2. Five (5) years experience within an educational system.
3. Experience in governmental purchasing, accounts payable and materials management.
4. Knowledge of the following: Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
5. Experience in Contract Development and Negotiations.
6. Knowledge of TERMS software.

Desired Qualifications:

1. Skill in Human Relations
2. Supervisory experience in local school and/or district level purchasing/accounts payable and material management.

Effective: 7/14/83

Revised: 4/24/84, 12/13/84, 7/01/93, 4/15/04, 5/19/05

Revised: 2/10/14 – pending School Board Approval

Job Locator: 0-L1.22.II
Director of Food and Nutrition Services
Position Grade: Director 11
Evaluated by: Assistant Superintendent for Business Affairs

Job Description:

The Director of Food and Nutrition Services is directly responsible to the Assistant Superintendent for Business Affairs and serves in a staff relationship with other Directors.

Responsibilities and Duties of this Position Include:

1. Direct the countywide food and nutrition services program in conformance with federal, state, and local laws and regulations.
2. Develop and recommend changes in food and nutrition services policies and procedures to District administrators, including application processing and meal ticket handling procedures under the free and reduced-price meal program.
3. Prepare and administer Department budget, including income projections and control of expenditures.
4. Establish programs to effectively operate: a) Purchasing food, supplies, and equipment; b) Staffing and training; c) Reporting procedures; d) Allocating and accounting for USDA-donated food; and e) Food preparation, service standards, and procedures.
5. Review collective bargaining contract proposals and provide input to the bargaining team.
6. Develop public information materials and meet with staff, parents, vendors, and employees on food and nutrition services program matters enriching the program and the health and nutrition well-being of students.
7. Perform related duties as assigned.

Required Qualifications:

1. Bachelor's degree in Food and Nutrition Services or approved field from accredited college or university.
2. Three (3) years successful administrative or supervisory experience in school food service, multi-unit food service operation, or closely related experience.
3. Effectively express ideas and communicate information in oral and written form.
4. Advanced training in nutrition, menu planning, audits, purchasing, and staffing.

Desirable Qualifications:

1. Five (5) years successful administrative or supervisory experience in school food service or closely related experience.
2. Status as a Registered Dietician with the American Dietetic Association.
3. Status as a School Food Service and Nutrition Specialist (SFNS).

Revised: 7/14/83
Revised: 12/12/84
Revised: 9/09/97
Revised: 3/18/04
Revised: 10/13/11

Job Locator: B-1.1.41-II
Coordinator of Internal Accts/Purchasing/
Accts Payable
Position Grade: Coordinator II
Evaluated by: Director of Purchasing/Accounts
Payable/Internal
Accounts/Material Management

Job Description:

The Coordinator is directly responsible to the Director of Purchasing/Accounts Payable/Internal Accounts/Material Management. This person serves in a staff relationship with the Coordinator of Accounting, Coordinator of Payroll, the Property Control Coordinator and, Coordinator of Insurance Activities, and Coordinator of Procurement.

Responsibilities and duties of this position include:

1. Coordinate Centralized Purchasing. Reviews and processes requisitions, confers with schools, centers and departmental personnel as needed.
2. Coordinate Accounts Payable.
3. Coordinate Internal Accounts/Purchasing procedures /processes with all schools and centers.
4. Secures prices from vendors and obtains written quotations when required.
5. Mediates payment/invoice problems or disputes between requesting department and vendor.
4. 6. Assist in HRMD training classes for Internal Accounts.
5. 7. Assist with tabulations and quotations.
6. 8. Prepare the monthly vouchers and warrants report for the School Board.
9. Trains and develops policies and procedures on Internal Accounts.
7. 10. Supervise accounts payable/purchasing personnel and assist in evaluations.
8. 11. Assist with the hiring and training of Accounts Payable personnel.
9. Coordinate Schools Internal Accounts and Adult Education audits.
12. Identifies needs for automated bookkeeping. Plans for, implements and inservices appropriate staff in the operation of the system.
13. Plans for the audits of internal accounts and performs management audits of internal accounts as directed.
- 10- 14. Provide support to the Director of Purchasing/ Accts. Payable/ Internal Accounts/Material Management in the area of comprehensive planning.
11. 15. Perform other duties as assigned by the Director of Purchasing/ Accts Payable/ Internal Accounts/Material Management.

Required Qualifications:

1. Graduate from an accredited college or university with Bachelor's Degree in Accounting or Business Administrative Management.
2. Experience in governmental purchasing/~~warehouse~~ and internal accounts.
3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
4. Knowledge of current financial software, internal accounts software and other applicable software.

Desired Qualifications:

1. Supervisory experience
2. Experience in local school and/or district level purchasing/accounting regulations.
3. Knowledge of data processing procedures and programs.
4. Purchasing Certification.

Effective: 4/24/84
Revised: 8/17/89, 7/01/93, 10/13/11
Revised 2/10/14 pending School Board approval

Job Locator: B-1.1.47
Coordinator of Health Benefits
Position Grade: Coordinator II
Evaluated By: Assistant Superintendent
For Business Affairs

Job Description:

The Coordinator of Health Benefits is directly responsible to the Assistant Superintendent for Business Affairs. This person serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

1. Assist in the preparation and analyzing of bids and/or negotiations.
2. Examine and approve new and renewal insurance policies.
3. Coordinate all aspects of the fringe benefit program related to employee health insurance benefits.
4. Coordinate payroll information as necessary, i.e. changes in carrier/coverage/services.
5. Coordinate payroll self-accounting for Health/Life as necessary.
6. Coordinate insurance deductions, remittance to proper companies and maintenance of related files.
7. Interface with other departments, especially Payroll and Human Resources, in the data accumulation and other pertinent employee information related to insurance eligibility.
8. Act as liaison for the department in the area of data processing by assisting the Information Service programmers with the information necessary to program the needs of the Insurance Department.
9. Be responsible for the accounting, reconciling and submitting of the Division of Retirement Certification of Retirees' Health Insurance Premium Payments.
10. Program and maintain Access software for Retirees, Leave and Cobra participants.
11. Coordinate and implement the annual or open enrollment process for all benefit eligible employees, retirees and COBRA participants.
12. Coordinate health screenings, lectures and behavior change programs.
13. Supervise and coordinate Wellness Committee Activities
14. Responsible for the Well Workplace Designation and recertification yearly.
15. Perform other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Graduate from an accredited college with an Associates Degree or five (5) years of Insurance Benefits experience.
2. Supervisor and Administrative experience.
3. Experience in financial management and/or accounting.
4. Skilled in Excel Spreadsheet and other applicable software.
5. Skill in Human Relations.
6. Ability to work independently.

Desired Qualifications:

1. Experience in insurance procedures and management.
2. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
3. Knowledge in data processing procedures and programs.

Effective: 7-01-04 (Approved: 4/15/04)
Revised: 2/16/06

Job Locator: B-1.2.46
Coordinator of Accounting
Position Grade: Coordinator II
Evaluated By: Director of Finance

Job Description:

The Coordinator is directly responsible to the Director of Finance and serves in a staff relationship with other administrators.

Responsibilities and duties of this position include:

1. Review and analyze federal grant expenditures and contracts for adequate documentation and compliance with grant documents, OMB circular A-128 and A-87.
2. Prepare FA-399's for federal grants and perform on-line disbursement reports.
3. Request federal cash advance draw downs.
4. Coordinate with the Office of the Auditor General and outside Auditing firms regarding federal grants.
5. ~~Coordinate insurance audits and other audits as assigned.~~
5. Assist in preparation of the Annual Financial Report, Cost Report, schools' financial reports and other reports as assigned.
6. Assist in preparation of the monthly sales tax returns and quarterly gas tax refund applications.
7. Assist in preparation of the indirect cost rate request.
8. Coordinate payments for travel. Conduct travel workshops as part of In-service training. Keep travel manual updated. Assist cost centers with SACS.
9. Coordinate P-Cards and Construction Project accountability and maintain records for Auditors.
10. Perform other duties as assigned by the Director of Finance.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree in Business Administration Management or Accounting.
2. Three (3) years accounting/auditing experience.
3. Knowledge of fund accounting.
4. Skilled in Excel spreadsheet, current accounting system and other applicable software.
5. Ability to work independently.
6. Experience in auditing of Travel, P-card and Construction payment procedures.

Desired Qualifications:

1. Supervisory experience.
2. Ability to communicate effectively with the public.
3. Knowledge of federal grants.

Board Approved: 6/30/99 Eff: 7/01/99
Revised: 3/18/2004, 10/13/2011
Revised 2/10/14 pending School Board approval

Job Locator: B-1.1.33
Coordinator of Procurement Purchasing Specialist, Buyer
Position Grade: Coordinator II
Evaluated By: Director of Purchasing/Accounts
Payable/Internal Accounts/ and Material Management

Job Description:

The ~~Coordinator of Procurement Purchasing Specialist, Buyer~~ is directly responsible to the Director of Purchasing/Accounts Payable/Internal Accounts/ and Material Management. This person serves in a staff relationship with the Coordinator of Payroll, Coordinator of Property Control, Coordinator of Internal-Accts/Purchasing/Accts-Payable/Warehouse, Coordinator of Accounting and the Coordinator of Health Benefits. This person performs advanced, specialized duties pertaining to the procurement of materials, supplies, equipment and/or services. Work includes duties pertaining to the formal bidding process such as assisting in the writing of specifications, issuing bid invitations and attending and tabulating bid openings.

Responsibilities and duties of this position include:

1. Reviews and processes requisitions, confers with school and departmental personnel as needed.
2. Secures prices from vendors and obtains written quotations when required.
3. Reviews and edits all bid documents prior to release.
4. Performs statistical analyses to determine district needs for new term contracts and implements same to satisfy those needs.
5. Develops bid documents and reviews specifications for clarity and compliance with Board policy, Federal, State and local regulations; assists bid openings, assists requesting department in evaluation of bids and reviews rationale for rejection/acceptance of bid.
6. Reviews, edits and compiles Board agenda materials prior to submission to Director of Purchasing.
7. Mediates payment/invoice problems or disputes between requesting department and vendor.
- ~~8. Assists in the preparation of Purchasing Department annual budget.~~
- ~~8. Assists with Accounts Payable.~~
9. Confers with vendors on products; inspects or reviews samples, specifications or illustrations on new materials; attends product demonstrations.
10. Participate in staff development and training sessions to maintain a competitive purchasing edge to support the needs of the district.
- ~~11. Performs other related work as required.~~
11. Coordinate training sessions of District Procurement Procedures.
12. Performs other related work as required.

Required Qualifications:

1. Must have, ~~or be eligible to receive within first year of employment,~~ an Associate's degree, from an accredited college or university with business courses or a related field and Purchasing Certification, CPPO, CPM and/or CPPB.
2. Minimum of three (3) years experience in governmental purchasing or related field.
3. Knowledge of the following: Florida Statutes, State Board of Education Regulations, Financial and Program Cost Account and Reporting for Florida School and School Board policies.
4. Proficient in Word and Excel. Desired

Qualifications:

- ~~1. Purchasing Certification, CPPO, CPM and/or CPPB.~~
1. Experience in local school and/or district level purchasing/accounting regulation.
2. Knowledge of TERMS.

Board Approved: 6/21/2007
Revised: 9/17/2007 Revised: 2/10/14 pending
School Board approval

Job Locator: B-1.4.01

Coordinator of Payroll Activities

Position Grade: Coordinator I

Evaluated by: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator of Payroll Activities is directly responsible to the Assistant Superintendent of Business Affairs. This person serves in a staff relationship with the other administrators in the Business Affairs Division. This person supervises the support staff assigned to the Payroll Department.

Responsibilities and Duties of this position include:

1. Supervise payroll reporting, processing and accounting functions.
2. Supervise payroll deductions, remittance to proper companies and maintenance of related files
3. Supervise the payroll direct deposit program.
4. Supervise current records and files for earnings, payroll deductions and other pertinent payroll information.
5. Supervise the sick leave activity files to include transfers and shared sick leave.
6. Develop and implement payroll audit procedures to ensure compliance with School Board/State policies. Supervise and assist in the yearly payroll audits.
7. Interface with other departments, especially Human Resources and Data Processing, in the data accumulation and other pertinent payroll information.
8. Be responsible for the accounting, balancing and submitting of all payroll related reports, including the following: Retirement Report, Payroll Bank Reconciliation Data; Quarterly Report to the Florida Department of Revenue(Reemployment), Labor Statistics to the U.S. Department of Labor; Employer's Quarterly Federal Tax Return (Form 941); Employee Wage and Tax Statements (W-2) to Social Security Administration; Florida Disbursement Unit for Child Support; and TSA Consulting Report.
9. Act as liaison for the department in the area of data processing by assisting the Data Processing programmers with the information necessary to program the needs of the Payroll Department.
10. Assist in the development of comprehensive plan and budgeting for the Payroll Department.
11. Coordinate aspects of fringe benefit program (other than health insurance) related to payroll accounting.
12. Monitor and ensure compliance with salary reduction contribution plan limits.
13. Create yearly payroll calendars.
14. Perform other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Business Administration or Accounting or a combination of education/training/experience which provides an equivalent background.
2. Experience in financial management and/or accounting.
3. Experience with data processing procedures and programs.

Desirable Qualifications:

1. Experience in payroll procedures and management.
2. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting, and Reports for Florida Schools and Clay County School Board Policies.

Effective: 11-16-88

Revised: 7-01-93

Revised: 2-16-95

Revised: 6-23-98 (effective 7-01-98)

Revised: 3-18-04

Revised 2/10/14 – pending School Board Approval

Job Locator: B-1.4.04
Coordinator of Property Control
Position Grade: Coordinator II
Evaluated by: Director of Purchasing/Accounts Payable
and Material Management

Job Description:

The Coordinator of Property Control is directly responsible to the Director of Purchasing/Warehouse. This person serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

1. Maintain a master control ledger on all school board tangible personal property.
2. Assure that all property is tagged upon receipt and entered into inventory by Property Managers at respective schools.
3. Coordinate transfer of property from location to location and delete unusable property from inventory when necessary.
4. Reconcile property records and submit a monthly Property Report to the Board.
5. Instruct and assist School Property managers in maintaining their property records.
6. Conduct annual on-site inventory audits at schools and balance sheets each fiscal year as required
7. Coordinate activities for disposition of surplus property.
8. Conduct needs assessments for furniture acquisition - new and/or replacement.
9. ~~Coordinate all data from needs assessments for procurement for bidding and/or ordering from state contract the needs as approved.~~
10. Amend budgets, propose purchase orders, and coordinate acquisitions with all cost centers.
11. Coordinate the surplus/reissue warehouse for movement from, to, between cost centers.
12. Perform other duties as requested by the Director of Purchasing/Warehouse.

Required Qualifications:

1. Bachelor's Degree.
2. Minimum of three (3) years experience in auditing, purchasing of equipment, and inventory methods.
3. Must possess excellent oral and written skills.
4. Ability to work independently.
5. Skill in Excel spreadsheets
6. Must have and maintain a safe driving record.

Desirable Qualifications:

1. Experience in local school and district level inventory procedures.
2. Knowledge of data processing procedures and programs.
3. Skills in human relations.

Revised: 6/09/87, 8/13/87, 7/21/88, 8/17/89, 11/16/99,
5/15/03, 3/18/04, 4/15/04 ' 11/16/04

Revised 2/10/14 – pending School Board approval

Job Locator: B-1.2.42

Coordinator of School Food and Nutrition Services

Position Grade: Coordinator II

Evaluated by: Director of School Food and Nutrition Services

The Coordinator of School Food and Nutrition Services is directly responsible to the Director of School Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist Director with implementation and monitoring of District's Wellness Policy.
2. Supervise and monitor the school food service cafeteria units to assure compliance with program standards and federal, state and local regulations and to ensure the operation of a nutritionally sound program.
3. Perform annual cost control program reviews and maintain a record of each formal site visitation.
4. Assist with the technical assistance provided to cafeteria managers with planning, production, merchandising, work scheduling, staffing, proper use and care of equipment, special projects, implementation of new programs and corrective action to resolve deficiencies noted in program reviews and audits.
5. Assist with the compilation of financial cost data and the development of strategies to control excessive costs.
6. Coordinate menu planning and the preparation of the menu worksheet. Perform nutritional analysis of menus and develop pre-cost information. Coordinate commodity processing of food served to District's students.
7. Assist with the identification, testing and development of new products and recipes.
8. Assist with the planning, conducting and evaluating of staff development training programs.
9. Attend manager's meetings and management training sessions.
10. Perform related duties as assigned by the Director of School Food and Nutrition Services.
11. Develop nutrition education materials for staff and students.

Required Qualifications:

1. A Bachelor's degree from an accredited college or university.
2. Two (2) years successful administrative or supervisory experience in school food service, multi-unit food service operation or closely related experience.
3. Demonstrate effective, positive interpersonal communication skills.

Desirable Qualifications:

1. Status as Registered Dietitian with the American Dietetic Association and/or Certification as a Director of Food Service from the American School Food Service Association.
2. Advance training in nutrition, accounting, business management and/or purchasing.
3. Florida Educator's Certificate in area of School Food Service.

Board Approved: 2/18/99 (Effective 7/01/99)

Revised: 5/15/2008 (Effective 7/01/08)

Job Locator: L-1.2.30
Food Service Specialist
Position Grade: Coordinator IV
Evaluated by: Director of
Food and Nutrition Services

Job Description:

This employee is responsible to the Director of Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist with the comprehensive planning process for the School Food Service Department.
2. Assist with the analysis of cost data and development of strategies to control excessive costs. Work with cafeteria managers to implement the designated strategies to control costs in the local school setting.
3. Assist cafeteria managers with planning, production, merchandising, proper use and care of equipment, special projects, implementation of new programs, training of cafeteria employees and corrective action to resolve deficiencies noted in evaluations and audits as directed.
4. Manage and operate any school food service program in accordance with district policies, Federal and State regulations in the absence of the manager or as directed.
5. Assist with evaluating program operations as directed.
6. Assist with menu planning and preparation of menu worksheet.
7. Assist with preparation and/or compilation of product usage data as directed.
8. Assist with the testing of potential new products.
9. Assist with planning, conduction and evaluating in-service training as directed.
10. Attend manager's meetings and management training sessions.
11. Perform related duties as assigned by Director of Food and Nutrition Services.

Required Qualifications:

1. Associate in Science Degree in Food Service Technology, Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies. In lieu of the above educational requirement: three (3) years of full-time experience as a School Food Service Manager or manager in a quantity food service operation or closely related management or administrative experience.
2. Mobility for travel throughout Clay County.
3. Demonstrate effective, positive interpersonal communication skills.

Desirable Qualifications:

1. Advanced training and/or education in Food Service Technology and/or management.
2. Bachelor of Science Degree in School Food Service Administration or closely related field.

Effective: 7-01-92

Revised: 4-21-94, 7-01-94, 7-18-96, 6/20/02, 3/18/04

Job Locator: L-1.2.06

School Food & Nutrition Services Manager

Position Grade: Administrative Salary Schedule

Evaluated by: Director of School Food & Nutrition
Services & School Principal

Job Description:

The School Food & Nutrition Services Manager is directly responsible to the School Principal and Director of School Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food Service Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Responsible for following policies and procedures as outlined in the Food & Nutrition Services Procedure Manual.
8. Perform related as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.
5. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy.

Desirable Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 8/15/91, 7/18/96, 11/20/12

Job Locator: L-1.2.23

School Food & Nutrition Services Manager Intern

Position Grade: Administrative Salary Schedule

Evaluated by: Director of School Food & Nutrition Services

Job Description:

This employee is directly responsible to the Director of School Food & Nutrition Services. Personnel in this position will participate in on-the-job training activities in Clay County School Food & Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of School Food & Nutrition Services Manager by learning all aspects of a School Food Service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Rotate among scheduled school locations to gain management skills and experience as directed by the Director of School Food & Nutrition Services and assumes a manager's responsibilities in the event that the manager is not present.
3. Assists the School Food & Nutrition Services Manager, at the scheduled school locations, in the daily operation of the program. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of foods and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the School Food & Nutrition Services Manager or Director of School Food & Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during initial year of employment and successfully complete the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
3. Pass physical examination upon initial employment.
4. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.
5. Mobility for travel throughout Clay County.
6. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification within 6 months of hire.

Desirable Qualifications:

1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with minimum of 80% accuracy.
2. Advanced training and/or coursework in food service technology or management.

Effective: 07/01/94

Revised: 07/18/96, 07/17/97,

6/30/99 (effective 07/-1/99), 10/19/06

11/20/12

Job Locator: B-1.4.02
Insurance Specialist, Risk Management
Position Grade: Coordinator III
Evaluated By: Assistant Supt. for Business Affairs

Job Description:

Under indirect supervision of the Assistant Superintendent for Business Affairs, the Insurance Specialist coordinates the reporting and processing of workers compensation, student accident, visitor accident, vehicle accident, property damage and other insurance claims.

Responsibilities and duties of this position include:

1. Reviews and evaluates all accident reports including workers' compensation, auto, property, and student accidents, communicates and advises the Third Party Administer.
2. Determines appropriateness of claims; investigates individual claims for eligibility for workers' compensation benefits; ensures that all legal and procedural requirements are met for the processing of claims, in order to ensure proper and timely payments to employees and medical facilities. Reviews each weekly check register before authorizing payment.
3. Provides authoritative advice and counsel campus-wide on the interpretation and application of worker's compensation policies, legislation, regulations, and processes, as well as on loss control procedures and related regulations; designs and implements training and orientation programs to disseminate this information to the School Board employees.
4. Monitors each case receiving benefits and is the liaison between employee and support agencies.
5. Participates in strategic planning aimed at reducing the incidences of worker's compensation, student accident, visitor accident, vehicle accident, property damage and other accidents.
6. Communicates and interacts with medical professionals, support agencies and others to monitor and assess the progress of rehabilitation efforts, and to facilitate either return to work or, depending upon medical status of the claimant, placement into appropriate alternative positions within the School Board, ensuring compliance with all appropriate regulations and guidelines.
7. Communicates to Human Resources and Payroll Department on progress of employee and when employee starts receiving benefits, etc. Coordinates with HR and other departments in regards to light duty meetings. Coordinates and provides light duty job for employee.
8. Performs other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. High School Diploma, including or supplemented by education, training, and/or experience in insurance field.
2. Minimum of five (5) years progressively responsible experience in Worker's Compensation laws and claims processing, staff benefits processing and related risk management functions.
3. Skill in Human Relations

Desired Qualifications:

1. Degree in Insurance
2. CPCU or ARM Certification.
3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policy.
4. Knowledge in Data Processing Procedures and Programs.

Board Approved: 03/15/2012;
Effective: 07/01/2012

Job Locator: L-1.2.19
Cafeteria Manager/Satellite Base
Position Grade: Administrative Salary Schedule
Evaluated by: Director of School Food Service &
School Principal

Job Description:

This employee is directly responsible to the Director of School Food Service and School Principal.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements in both the management and operation of a Base School and Satellite Food Service programs.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food Service Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Utilize cost control procedures for cash including pre-payments for meals and bank deposits, food, supplies and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Coordinate the operational procedures of the Satellite Base School and Satellite School to assure programs operate effectively.
8. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.
4. Possess State of Florida, Department of Health & Rehabilitative Services, Certified Professional Food Manager Certification.
5. If employed as a manager after July 1, 1991, must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desirable Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 8/15/91, 7/18/96

Job Locator: L-1.2.21

Cafeteria Manager/Satellite

Position Grade: Administrative Salary Schedule

Evaluated by: Director of School Food Service
& School Principal

Job Description:

This employee is responsible to the School Food Service Director and School Principal. Coordination of operational procedures is to be directed by the Manager at the Satellite Base School.

Responsibilities and duties of this position include:

1. Perform managerial and supervisory tasks related to the satellite program as assigned.
2. Perform skilled work in preparation and service.
3. Determine skilled work in preparation and service.
4. Prepare, forward and maintain files of records and reports required by the Food Service Department and County School Board.
5. Utilize cost control procedures for cash (including prepayments for meals and bank deposits), food, supplies and equipment inventories.
6. Maintain a good working relationship with all employees, including Satellite transportation and base school personnel.
7. Develop staff allocations and work schedules in the satellite school with the assistance of the Satellite Base Manager.
8. Supervise the food service staff at the satellite school by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
9. Participate in management training sessions and attend managers meetings as required.
10. Perform other duties as assigned.

Required Qualifications:

1. High School graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in Clay County School Food Service or verified and accepted related or similar experience in quantity food production.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.
5. If employed, as a manager, after July 1, 1991, must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desirable Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 8/15/91, 7/18/96

JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

NEW

B-1.1.26 Internal Accounts Auditor

Currently schools are audited by outside accounting firms who audit one month of the schools funds. The purpose of this position is to bring internal accounts auditing in-house allowing for year round audits and evaluations of their internal controls. This position shall have the ability to rectify issues in a timely manner, thereby safeguarding the schools internal funds. This position shall report to the Deputy Superintendent to receive direction.

Job Locator: B-1.1.26
Internal Accounts Auditor (NEW)
Position Grade: Director III
Evaluated By: Deputy Superintendent

Job Description

Provides administrative leadership for Internal Accounts in support of process accountability and safeguarding of internal funds by keeping the School Board in compliance with statutes and rules regarding school internal accounts and to assist school bookkeepers and principals with their financial responsibilities.

Responsibilities and duties of this position include:

1. Conduct audits of internal accounts at all schools and centers annually.
2. Oversees and reviews the monthly and annual reconciliation of Internal Fund financial information for all schools and centers on a consolidated basis.
3. Develops and implements procedures manuals for accountability of internal funds and compliance with State and District rules, regulations and policies.
4. Provides guidance to schools on issues concerning policies, procedures and financial accountability.
5. Ensures compliance with Board Rules, Federal regulations, state regulations and good business practices relating to school funds.
6. Maintains and supports internal accounting software, develops and recommends modifications of existing systems to improve efficiency and effectiveness for all schools and centers.
7. Trains and assists bookkeepers in bookkeeping procedures and concepts relevant to Internal Funds.
8. Prepare school and center audit reports for submittal to the Superintendent and School Board.
9. Maintain a close working relationship with appropriate school personnel to ensure information exchange and coordination of efforts.
10. Conduct follow-up audits as directed by the Superintendent to review compliance after deficiencies have been noted.
11. Communicate with principals, cost center supervisors and other employees regarding audit evaluations and recommendations.
12. Performs special audits upon request.
13. Perform other duties as assigned by the Deputy Superintendent.

Required Qualifications:

1. Bachelor's degree in Accounting or Business Administration, Master's or CPA preferred.
2. Knowledge of the following; The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
3. Minimum of five (5) years successful experience in auditing, school bookkeeping, or equivalent governmental accounting experience.
4. Demonstrated evidence of strong organization, and leadership skills.
5. Demonstrated ability to communicate in oral and written communication and work with a diverse group of people.
6. Knowledge of current financial software, internal accounts software and other applicable software.
7. Ability to move up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
8. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

Desired Qualifications:

1. Supervisory experience.
2. Experience in Clay County School Board internal accounts policies, procedures and software.

Pending Board Approval: 2/10/2014

JOB DESCRIPTION RATIONALE – HUMAN RESOURCES DIVISION:

The Human Resources Division's leadership team consists of five administrators who oversee and guide just under 5,000 employees. As the county's largest employer, the Division subdivides responsibilities between certificated and non-certificated staff. One director for each area manages the online application system for numerous applicants as well as hiring, screening, certifying, and evaluating teachers, support staff, and administrators. When the Director of Instructional Personnel gained a Supervisor III, in addition to the Supervisor II over teacher placement, the Division's work was reaching critical mass. The area of certification was more cumbersome with added requirements surrounding ensuring highly qualified teachers. The Director of Support Personnel has no supervisor in the department. Given the district's financial constraints, however, the work load is manageable among the team at this time. The salary ranges are appropriate given the experience of the current leaders and the complexity of Human Resources issues in today's public sector.

Job Locator: P-1.1.04

Assistant Superintendent for Human Resources

Position: Assistant Superintendent

Evaluated by: Superintendent

Job Description:

The Assistant Superintendent for Human Resources is directly responsible to the Superintendent of Schools. This person serves in a line-staff relationship with the Deputy Superintendent and staff relationship with the other Assistant Superintendents.

Responsibilities and duties of this position include:

1. Advise and consult with the Superintendent and the School Board on labor relations issues.
2. Recommend policies to the Superintendent relative to Human Resources and Labor Relation issues.
3. Direct the administration of negotiated union contracts.
4. Advise and assist school principals in the handling of personnel and labor problems.
5. Direct the administration of employee discipline, employee evaluation and employee assistance programs.
6. Assist in preparations, provide technical advice, and direct activities relative to collective bargaining.
7. Act as hearing officer for grievances and civil rights complaints.
8. Supervise all aspects of the selection, employment, ~~inservice~~ and retirement/termination of employment.
9. Supervise the administration of employee wages and benefits, teacher, principal and educational leader certification, beginning teacher program, and budget.
10. Supervise the preparation of the Human Resources Agenda for School Board approval and supervise the preparation and administration of the Comprehensive Plan and budget for the Division of Human Resources.
11. Supervise the administration and audit of records of all personnel.
12. Coordinate the development of employee job descriptions.
13. Prepare required reports and studies and perform other duties as may be requested by the Superintendent of Schools.

Required Qualifications:

- ~~1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate with certification in Administration/Supervision, Educational Leadership or School Principal.~~
1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
- ~~2. Three (3) or more years of experience as a teacher and administrator.~~
2. Five (5) years of successful administrative experience in an educational setting.
3. Knowledge of Florida Statutes, State Board of Education Rules and Federal Civil Rights Laws.
4. Skills in supervision of personnel and human relations and in organization.

Desirable Qualifications:

5. Background in labor negotiations and experience in school personnel administration.
6. Coursework in Law.

Revised: 10/10/85

Revised: 2/16/89

Revised: 2/15/90

Revised: 11/16/99

Revised: 2/15/2007

Revised: 2/10/14 (pending School Board approval)

Job Locator: P-1.1.21-I

Director of Instructional Personnel Services

Position Grade: Director I

Evaluated by: Assistant Superintendent
for Human Resources

Job Description:

The Director of Instructional Personnel Services directs the district's personnel functions for instructional and administrative personnel. ~~He/she~~ This person is directly responsible to the Assistant Superintendent for Human Resources and serves in a staff relationship with other administrators in the division.

Responsibilities and duties of this position include:

1. Assists administrators in the recruiting and selection of applicants for instructional and administrative positions.
2. Coordinates minority recruitment and develops partnerships with minority organizations for the purpose of recruitment.
3. Supervises and assists principals with the teacher selection, interviewing, and screening processes.
4. Supervises and coordinates training for the Professional Orientation Program.
5. Develops and supervises programs related to the promotion of excellence in teaching (i.e. ~~Teacher of the Year, Clay Assessment System, teacher assistance~~) such as Teacher of the Year and the Clay Assessment System.
6. Supervises the pre-interns ~~Teachers Program~~ through SPRINT and serves as liaison to the University.
7. Supervises and evaluates the performance of Human Resources support staff to ensure the timely and accurate completion of all assigned tasks.
8. Coordinates university intern programs.
9. Coordinates Clay County's Human Resources Management Development Program.
10. Assists in the preparation of the Human Resources Comprehensive Plan and Budget and in policy development regarding instructional and administrative personnel.
11. Supervises the processes required for the certification of Instructional and Administrative Personnel and maintains certification records.
12. Serves as district contact for the implementation of master contract provisions for teachers.
13. Assists the Assistant Superintendent for Human Resources with investigations, interventions and training relevant to teacher discipline and teacher performance appraisal.
14. Performs other such duties as requested by the Assistant Superintendent for Human Resources.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. Five (5) years of successful educational/administrative experience in an educational setting.
3. Knowledge of Florida Statutes and State Board of Education Rules.
4. Skills in human relations.

Desired Qualifications:

- ~~1. Degree in Personnel Administration~~
1. Experience in administration of personnel functions in an educational setting.
2. Experience in working with the Professional Orientation Program and the Clay Assessment System.
- ~~4. Skills in human relations~~

Effective: 7/01/93

Revised: 6/15/93, 5/16/96, 10/16/2008, 10/18/10

Revised 2/10/14 (pending School Board Approval)

Locator: P.1.1.30-I

Director of Support Personnel Services

Position Grade: Director I

Evaluated By: Asst. Supt. For Human Resources

Job Description:

Directs and oversees the provision of human resources services for the District's support personnel. Assumes overall responsibility for hiring of new support employees and for assisting existing employees and supervisors in all aspects of contract administration, including wage administration, salary schedule development implementation and performance appraisals. He/She This person is directly responsible to the Assistant Superintendent for Human Resources and serves in a staff relationship with other Administrators in the Division.

Responsibilities and duties of this position include:

1. Supervises the application process for support positions, including the administering and scoring of required tests, review of qualifications of candidates recommended by supervisors, review of criminal background checks and drug screening tests of candidates, and overall compliance by all parties with local, State and Federal hiring policies.
2. Serves as primary contact for implementation of support personnel Master Contract.
3. Supervises the processing of support personnel appointments/reappointments, transfers, leaves of absence, resignations/retirements, terminations, discipline and other actions as appropriate.
4. Acts as key contact for all District personnel seeking information or assistance with retirement from the Florida Retirement System (FRS). ~~Educates personnel through direct counseling and delivery of inservice at regular intervals.~~
5. Is responsible for assisting support employees and supervisors in the development of Professional Improvement Plans.
6. Assists in the handling of disciplinary actions involving support personnel, including interviewing employees, witnesses, students or others as necessary to make a recommendation regarding an investigation. Makes recommendations to the Assistant Superintendent for Human Resources regarding appropriate action in response to an incident or allegation.
7. Assists in preparation for labor contract negotiations. ~~including compiling reports and salary schedule development.~~
8. Coordinates and supervises the maintenance of all support personnel files and records. ~~and monitors requests for public records associated with all District staff.~~
9. Acts as key contact for the District regarding claims of unemployment compensation. Responds to inquiries and attends hearings as appropriate.
10. Participates in the Human Resources Division comprehensive planning activities, including budget development, staffing recommendations, annual and long-range improvements and policy development related to support personnel.
11. Supervises and evaluates the performance of Departmental staff to ensure the timely and accurate completion of all assigned tasks.
12. Performs other duties of a similar nature or level as requested.

Required Qualifications:

1. ~~A Master's Degree in and Florida Educational Leadership, or other appropriate related degree field.~~ Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. ~~At least five~~ Five (5) years successful administrative experience in an educational setting.
3. Knowledge of Florida Statutes and State Board of Education Regulations Rules.
4. Skills in human relations.

Desired Qualifications:

1. Experience in administration of personnel functions in an educational setting.

Revised: 5/14/81, 7/14/83, 4/12/84, 12/13/84, 2/15/90,
3/26/93, 5/16/96, 10/16/2008, 2/10/14 (Pending School Board Approval)

Job Locator: P-1.1.20

Supervisor of Instructional Personnel Services

Position Grade: Supervisor II

Evaluated by: Director of Instructional Personnel Services

Job Description:

The Supervisor of Instructional Personnel Services is directly responsible to the Director of Instructional Personnel Services. He/she This person serves in a staff relationship with other administrators in the division.

Responsibilities and duties of this position include:

1. Supervises position control and pre-employment processes for teachers and administrative positions.
2. Supervises all employment status changes/additions for administrative and instructional personnel, including Adult and Community Education, supplements, Saturday School, Summer School, and other miscellaneous appointments.
3. Directs the preparation of instructional and administrative sections of the Personnel Agenda and Reappointment Agenda for the School Board.
4. ~~Prepares~~ Implements Human Resources salary models for instructional personnel at the conclusion of collective bargaining purposes.
5. Supervises and prepares all automated staff reports required by DOE.
6. Supervises the maintenance of all instructional and administrative personnel files and records.
7. Performs other such duties as requested by the Director of Instructional Personnel and the Assistant Superintendent for Human Resources.

Required Qualifications:

1. ~~Master's Degree in educational leadership or other appropriate related degree field, and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.~~
2. At least Three (3) years successful administrative experience in an educational setting.
3. Skills in human relations.

Desired Qualifications:

1. Experience in personnel work in an educational setting.

Approved: 5/16/96

Effective: 7/1/96

Revised: 10/16/2008

Revised 2/10/14 (pending School Board approval)

Job Locator: P-1.1.19
Supervisor of Certified Teacher Placement
Position Grade: Supervisor III
Evaluated by: Director of Instructional Personnel Services

Job Description:

The Supervisor of Certified Teacher Placement is directly responsible to the Director of Instructional Personnel Services.

Responsibilities and duties of this position include:

1. Assist the Director in screening and evaluating the qualifications of instructional applicants who apply to Clay County via the online application system.
2. Assist Principals/Supervisors hiring supervisors in refining the search for qualified applicants.
3. Assist in evaluating certification status of applicants and assist in monitoring the certification status of presently employed teachers.
4. Assist in coordinating the activities of the Teacher Induction Program and Alternative Certification Program.
5. Assist in the certification and placement of summer school teachers.
- ~~6. Present training to teachers/substitutes when appropriate.~~
- ~~7.~~ 6. Assist in the organization of recruitment activities for new teachers to Clay County including organizing recruitment materials and preparing required paperwork for the Director to participate in recruitment events.
- ~~8.~~ 7. Assist in monitoring compliance with No Child Left Behind related to teacher certification.
- ~~9.~~ 8. Assist in presentation and organization of pre-employment meetings for new instructional and substitute hires staff.
- ~~10.~~ 9. Assist in verifying accuracy of personnel files and documents received after employment.
- ~~11.~~ 10. Other duties as deemed necessary by the Director.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
- ~~2. Certified or eligibility determined for Florida Certification in Educational Leadership, School Principal, or Administration Supervision.~~
- ~~2.~~ Three (3) years of successful teaching- administrative experience in an educational setting.
- ~~3. Two (2) years of successful educational administrative experience.~~
- ~~3. Ability to effectively communicate and work cooperatively with others.~~
- ~~4. Be willing to become trained by the Department of Education in Florida Certification rules.~~
- ~~3.~~ Skills in human relations

Desired Qualifications:

- ~~1. Experience as a facilitator/presenter for in-service workshops/training. Experience in personnel work in an educational setting.~~
- ~~2. Training in educational research.~~

Board Approved: 04/15/10
Revised 2/10/14 (pending School Board approval)

JOB DESCRIPTION RATIONALE – INSTRUCTIONAL DIVISION:

The job descriptions for the instructional division have been revised to accurately reflect the current job responsibilities of its administrative staff. State and federal initiatives and mandates require ongoing changes to academic programs and support services. Job responsibilities shift within our departments to meet these requirements and ensure that our students are prepared to meet more rigorous academic requirements within an engaging and supportive learning environment.

Job Locator: I-1.1.06

**Assistant Superintendent for Instruction
Position Grade: Assistant Superintendent
Evaluated By: Superintendent**

Job Description

The Assistant Superintendent for Instruction is directly responsible to the Superintendent of Schools. This person serves in a line-staff relationship with the Deputy Superintendent and a staff relationship with the other assistant superintendents.

Responsibilities and duties of this position include:

1. Provide leadership and direction in curriculum and instruction.
2. Provide direction and coordination for comprehensive planning and budgeting for the instructional division.
3. Supervise and evaluate the directors within the Instructional Division.
4. Provide overall supervision and coordination of all instructional programs; basic education PreK-12; virtual education; Career & Technical education; exceptional student education; and adult/community education; and charter schools.
5. Provide overall supervision and coordination of instructional resources; student services; and staff development; and federal projects.
6. Facilitate communication and planning efforts among district-level instructional administrators and local school administrators.
7. Assist the Superintendent in the evaluation of principals.
8. Promote and facilitate positive public relations for the instructional programs.
9. Assume responsibility for the implementation and evaluation of new instructional programs.
10. Assume responsibility for the implementation and evaluation of state and federal mandates/statutes.
11. Perform other duties as the Superintendent or Deputy Superintendent may assign.

Required Qualifications:

1. Master's Degree and valid Rank II Florida Educator's Certification in showing certification in Educational Leadership, Administration and Supervision, or School Principal.
2. Five (5) years successful experience in administration or supervision.
3. Demonstrated record of instructional leadership.
4. Appropriate communications and human relations skills.

Effective: 04/10/86
Revised: 07/01/94
Revised 12/19/96 (Effective: 01/06/97)
Revised: 11/16/10
Revised: 02/10/14-pending School Board approval

Job Locator: I-1.1.16

Director of School Improvement / Professional Development and Assessment

Position Grade: Director II

Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Director of School Improvement/Professional Development and Assessment is directly responsible to the Assistant Superintendent for Instruction for the administration and supervision of school improvement, professional development and assessment.

Responsibilities and duties of this position include:

1. Provide leadership and direction in school improvement based on federal, state and district guidelines
2. Facilitate planning and implementation and monitoring of school improvement at the district and school level based upon current student data.
3. Assist the Assistant Superintendent for Instruction in the evaluation of school improvement implementation.
4. Promote and facilitate positive public relations for the school improvement process.
5. Administer and supervise the District's Master Inservice Plan and District Improvement Plan.
6. Provide instructional leadership, direction, and monitoring of the development and implementation of district and school level professional development plans that have a positive impact on student achievement.
7. Facilitate the district's Principal Preparation Program required training components.
8. Coordinate and conduct training in collaboration with local universities to assist aspiring leaders in attainment of their Master's Degree in Educational Leadership.
9. Hire, supervise and evaluate instructional coaches.
10. Coordinate the district's annual Summer Leadership Academy.
11. Oversee the district's five-year accreditation process and renewal.
12. Write, implement and monitor the annual Title II Federal Grant.
13. Coordinate, provide and evaluate professional development to enhance teacher practices based on state and district initiatives.
14. Coordinate, provide and evaluate professional development to enhance instructional leadership based upon state and district initiatives. Maintain, schedule and monitor professional development activities throughout the district.
15. Supervise the inservice certification process in accordance with Florida Statutes and the State Board of Education regulations.
16. Provide administrative leadership in the District's development, administration and supervision for all K-12 student assessment, required by the United States Department of Education, Florida Department of Education, or the Clay County School Board.
17. Provide schools and district with current K-12 testing data.
18. ~~Develop, administer, and supervise the District's ESOL Curriculum and LEP Plan as required by the META agreement, Consent decree, Florida Department of Education and Clay County School Board.~~
19. Supervise the tracking of the State of Florida required ESOL training for teachers, guidance counselors, and administrators.
20. ~~Coordinate and provide training for ESOL Parent Leadership Council and ESOL parents to improve student achievement and promote positive public relations.~~
21. Perform such other tasks and assume such responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Masters' Degree and valid Florida Educator's Certificate showing certification in Administration and Supervision or Educational Leadership.
2. Five (5) years of successful experience in administration and supervision.
3. Experience in delivery of ~~Staff Development Inservice Training~~ professional development.

Desired Qualifications:

1. Demonstrated record of instructional leadership.

Board approved: 3/20/97 (Effective 7/1/97)

Revised: 2/19/04 (Effective 7/1/04)

Revised: 2/16/06

Revised: 2/10/14 -pending School Board Approval

Job Locator: 1-1.1.13
Director of Career & Technical Education
Position Grade: Director I
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Director of Career & Technical Education is responsible to the Assistant Superintendent for Instruction and serves in a staff relationship with other directors.

Responsibilities and duties of this position include:

1. Assist the Superintendent and Assistant Superintendent for Instruction with building community and business partnerships to strengthen the school district and the community at large.
2. Serve as district liaison on local area committees that serve the interest of the school system and the business community.
3. Coordinate with local, state and federal agencies to enhance career and technical education in Clay County.
4. Provide leadership in developing and maintaining public awareness and support the development, operation and evaluation of the Career and Technical Education programs and academies.
5. Assist principals in the selection, supervision, and evaluation of Career and Technical Education personnel, and recommend, supervise, and evaluate district level technical education personnel.
6. Administration of Career and Technical Education programs based on identifiable needs.
7. Develop comprehensive plan for the district-wide budget for Career and Technical Education.
8. Consult with principals in the comprehensive planning and budgeting for school-based Career and Technical Education programs.
9. Develop plans, schedules, and guidelines for the implementation of Career and Technical Education programs and specifications for facilities.
10. Develop and implement the strategies for Career and Technical Education personnel inservice activities.
11. Develop and implement and evaluate Career and Technical Education programs for handicapped students.
12. Supervise the preparation of required district, state and federal reports, and projects and develop and supervise proposals for Career and Technical Education.
13. Supervise the county-wide Survey 5 data collection for Career and Technical Education.
14. Develop and implement the TechPrep Carl Perkins and other federal projects.
15. Serve as liaison with the Workforce agencies to support regional Workforce needs.
16. Provide administrative oversight of the Adult and Community Education program and related services.
17. Manage the publication of the CTE newsletter
18. Perform other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Possess a Florida Educator's Certificate in Career and Technical Education subject area.
2. Five years experience in teaching, administration or supervision of Career and Technical Education, three of which must be teaching Career and Technical Education.
3. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.

Desired Qualifications:

1. Valid Florida Educator's Certificate as Director of Vocational Education.
2. Experience in supervising or administering Career and Technical Education programs.

Revised: 5/08/86
Revised: 6/21/90
Revised: 7/01/94
Revised: 8/17/95
Revised: 11/16/99
Revised: 2/20/03
Revised: 2/19/04 (Effective 7/01/04)
Revised: 2/16/06
Revised: 3/19/13
Revised: 2/10/14 pending School Board
Approval

Job Locator: I-1.1.15
Director of Student Services
Position Grade: Director I
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Director of Student Services is responsible to the Assistant Superintendent for Instruction and serves in a staff relationship with other directors.

Responsibilities and duties of this position include:

1. Plan and budget for the district-wide programs and services that support regular education and special education students, Pre-K through Adult Education, to improve their academic achievement.
2. Consult with principals regarding comprehensive planning and budgeting for the school-based programs and services of Student Services, including counseling, guidance, discipline, school social workers, ~~home school program~~, school psychologists, safe and drug-free schools, community agencies' interagency agreements, crisis intervention program, and health services.
3. Supervise and evaluate school psychologists, attendance assistants/school social workers, ~~Student Hearing Officer~~, and other Student Services staff at the district level.
4. Administer the district-wide Safe and Drug-Free Schools/Community/Prevention/Intervention Programs; Crisis Intervention Team; discipline and violence prevention programs and Child Study Team.
5. Prepare Board Policies, administrative procedures and inservice programs for district and school staff. Prepare and manage grants, contracts, agreements and pilot studies related to Student Services.
6. Coordinate activities and programs with the Clay County Health Department, Department of Children and Family Services, Juvenile Justice Department, and Clay County Behavioral Health Center services for school-age youth and other community agencies which provide directives and services to students and information to parents and community.
7. Prepare and manage district-wide hearing procedures as the superintendent's designee regarding suspension/expulsions appeals and other Student Services related areas.
8. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Valid Florida Educator's Certificate ~~covering guidance or school psychology in Administration and Supervision or Educational Leadership or School Principal.~~
2. ~~Three (3)~~ Five (5) years experience in administration of Student Services/school administration or in the practice of guidance or school psychology.
3. Skills in human relations.

Revised: 04/18/91
Revised: 07/01/94
Revised: 11/16/99
Revised: 02/10/14 pending School Board approval

Job Locator: I-1.1.11-I
Director of Secondary Education
Position Grade: Director I
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Director of Secondary Education is responsible to the Assistant Superintendent for Instruction for the administration and supervision of secondary school basic education programs.

Responsibilities and duties of this position include:

1. Direct the overall secondary education program.
2. Facilitate curriculum planning for the District's 7-12 curricula.
3. Comprehensive plan and budget for district-level aspects of secondary education, allocations and pupil progression plan.
4. Assist secondary principals, teachers, parents, students, and district administrators with school improvement initiatives involving education programs, media services, and administrative policies, rules, equity and functions.
5. Assist with the selection of instructional materials for the secondary curricula.
6. ~~Assist in planning for secondary school attendance zones and facility needs.~~
7. Assist in promoting positive public relations.
8. ~~Monitor and assist in meeting Southern Association Accreditation Standards.~~
9. Assist school-based and district-level administration with secondary student projections and staff allocations.
10. Assist in planning and administration of secondary district-wide testing and assessment; End of Course testing (EOC) and the Postsecondary Education Readiness Test (P.E.R.T.)
11. Articulate students' education process in cooperation with Elementary Education, Exceptional Student Education and Applied Career and Technical Education.
12. Act as a role model and provide supervision for all staff working to enhance secondary education curricula.
13. Serve as the principal for the Florida Youth Challenge Academy.
14. Administer the District's Drop-out prevention programs.
15. Administer all activities under the Florida High School Activities Association.
16. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate.
2. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.
3. Five (5) years secondary education, three of which must be in administration and/or supervision.

Desired Qualifications:

1. One (1) or more years as a secondary principal.

Revised: 5/10/84
Revised: 5/06/86
Revised: 3/20/97 (Effective 7/1/97)
Revised: 2/16/06
Revised: 2/10/14 – pending School Board Approval

Job Locator: I-1.1.14
Director of Exceptional Student Education
Position Grade: Director I
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Director of Exceptional Student Education (ESE) is responsible to the Assistant Superintendent for Instruction and serves in a staff relationship with other directors.

Responsibilities and duties of this position include:

Plan and budget for district-wide and school-based programs for exceptional students.

2. ~~Initiate new programs and plan for expanded sequential programming for all exceptional children/youth in Clay County. This includes maintaining liaison with the total school program, community and state and national agencies.~~
Develop and implement a comprehensive program, including curriculum, to service all exceptional students in the district.
3. ~~Promote adequate procedures for the screening, referral, identification and placement of exceptional children, including requirements regarding parent notification.~~
Ensure adherence to federal and state regulations regarding the provision of services to students with disabilities and implementation of the "Special Policies and Procedures" document.
4. ~~Review the recommendations of evaluation specialists to determine the most appropriate placement recommendation for children who are eligible for exceptional student education.~~
Monitor the quality of individual education plans (IEPs) for all exceptional students and analyze and provide direction regarding individual exceptional student needs.
5. ~~Supervise the record-keeping for all students in the program.~~
Prepare required district, state, and federal reports, projects, and proposals for exceptional student programs.
6. Recommend, supervise and evaluate exceptional student education personnel who serve on a county-wide or itinerant basis.
7. Assist principals in the selection, supervision and evaluation of exceptional student education personnel.
8. ~~Help principals understand and best utilize the exceptional student education program to provide for the needs of exceptional students. This includes assisting in the appropriate educational planning, review, articulation and reassignment of students within the exceptional student program.~~
Provide leadership and assistance to building administrators in resolving issues regarding staff, parents and/or students in ESE programs.
9. ~~Work cooperatively with Vocational Rehabilitation and Vocation Education in developing and implementing the secondary program for handicapped youth. Work closely with community and governmental agencies to coordinate services for students with disabilities.~~
10. Prepare required district, state and federal reports, projects and proposals for exceptional student programs.
11. ~~Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign. Develop and monitor contractual arrangements with therapists, consultants and other providers, as well as multi-county agreements with other school districts.~~
12. Work closely with the Student Services Department in developing evaluation procedures for exceptional students.
13. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Valid Florida Educator's Certificate in Administration/Supervision, Educational leadership or School Principal and in at least one (1) area of exceptionality.
2. ~~Three (3)~~ Five (5) years experience in teaching, supervising or administering exceptional student education.
3. Strong written and verbal communication skills.

Revised: 05/14/81
Revised: 05/08/86
Revised: 07/01/94
Revised: 11/16/99
Revised: 02/10/14 – pending
School Board approval

Job Locator: I-1.1.17

Director of Exceptional Student Education and
Student Services

Position Grade: Director I

Evaluated By: Assistant Superintendent for Instruction

Job Description:

The Director of Exceptional Student Education/Student Services is responsible to the Assistant Superintendent for Instruction and serves in a staff relationship with other directors.

Responsibilities and duties of this position include:

1. Plan and budget for district-wide and school-based programs and services that support regular education and special education students, ~~Pre-K pre-k~~ through ~~Adult Education~~ adult education, to improve their academic achievement and affective development.
2. Consult with principals regarding comprehensive planning and budgeting for school-based programs and services of Exceptional Student Education and Student Services.
3. ~~Promote adequate~~ Develop procedures for the implementation of the Response to Intervention process.
4. ~~Promote adequate~~ Develop procedures for the screening, referral, parent notification and placement of students whose needs are not met through Response to Intervention.
5. ~~Initiate new programs and plan for expanded sequential programming for all exceptional children/youth in Clay County.~~ Develop and implement a comprehensive program, including curriculum, to service all exceptional students in the district.
6. Supervise, coordinate and evaluate Exceptional Student Education and Student Service staff at the district level.
7. Prepare Board Policies, district, state and federal reports and proposals for Exceptional Student Education and Student Services. Prepare and manage grants, contracts, agreements and pilot studies related department programs.
8. Coordinate activities and programs with community agencies which provide directives and services to students and information to parents and community.
9. ~~Supervise record keeping for all students.~~ Ensure adherence to federal and state regulations regarding the provision of services to students with disabilities, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.
10. Prepare and manage district-wide hearing procedures as the superintendent's designee regarding suspension/expulsions appeals and other Student Services related areas.
11. ~~Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.~~ Develop and monitor contractual arrangements with therapists, consultants and other providers.
12. ~~Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.~~

Required Qualifications:

1. Valid Florida Educator's Certificate in supervision and/or administration, Educational Leadership or School Principal. ~~or guidance, or school psychology, or at least one area of exceptionality.~~
2. ~~Master's Degree.~~ Certification in one or more areas of exceptional student education.
3. ~~Three (3) Five (5) years experience in administration.~~ at the school level teaching, supervising or administering exceptional student education.
4. ~~Skills in human relations.~~ Strong written and verbal communication skills.

Adopted: 2/19/09; Eff. 7/1/09

Revised: 2/10/14 Pending School Board approval

Job Locator: I-1.1.18
Director of Instructional Projects
Position Grade: Director I
Evaluated by: Assistant Superintendent for
Instruction

Job Description:

The Director of Instructional Projects is responsible to the Assistant Superintendent for Instruction for the administration and supervision of instructional projects designed to that individual to implement and manage.

Responsibilities and duties of this position include:

1. Facilitate curriculum planning for the District's curricula related to assigned projects.
2. Develop the annual comprehensive plan and budget for the assigned projects.
3. ~~Responsible for~~ Write, submit, and monitor the Title I Grant.
4. ~~Coordinate the implementation, data collection, and evaluation of all Title I schools designated "in need of improvement"; including but not limited to choice options, supplemental educational services, corrective action, and restructuring.~~
5. ~~Direct the overall Voluntary Pre K Program.~~
6. Assist with the overall elementary program.
7. ~~Assist in meeting Southern Association Accreditation Standards.~~
8. Provide administrative leadership for federal programs in a manner to best serve students.
9. ~~Articulate students' educational process in cooperation with Elementary, Secondary, Exceptional Student, and Applied Technology Education.~~
10. Act as a role model and provide supervision for all staff assigned to work on projects related to instructional processes and materials.
11. Maintain knowledge of State and Federal legislation on elementary, Title I and any other instructional related programs.
12. Coordinate research based professional development with other departments and divisions.
13. Assist school-based and district-level administration with ~~elementary student projections and staff allocations.~~
14. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Master's Degree and valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.
2. Five (5) years in education, three of which must be in administration and/or supervision.
3. Minimum of five (5) years experience in working with educationally disadvantaged children.

Desired Qualifications:

1. One (1) or more years as an elementary principal.
2. In-depth knowledge of Title I Programs and Legislation.

Effective: 02/18/2010
Revised: 02/10/2014 pending
School Board approval

Job Locator: 1-1.2.25
Supervisor of Exceptional Student Education (ESE)
Position Grade: Supervisor III-II
Evaluated by: Director of ESE

Job Description:

The Supervisor of Exceptional Student Education is responsible to the Director of Exceptional Student Education and serves in a staff relationship with other supervisors.

Responsibilities and duties of this position include:

1. ~~Maintain knowledge of State and Federal Legislation and the impact of such legislation on Exceptional Student Education Programs.~~ Provide leadership and assistance with federal laws, state statutes, and state board rules regarding gifted students and students who are disabled as identified under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
2. ~~Prepare statistical reports to state and federal agencies.~~ Coordinate the Office of Civil Rights (OCR) investigations and Florida Department of Education investigations of parent complaints.
3. ~~Assist in the development of strategic plans, budgeting and new program development.~~ Coordinate the development and implementation of the District's Multi-tiered System of Supports (MTSS), sometimes referred to as Response to Intervention (RtI).
4. ~~Develop, order and update appropriate district wide exceptional education materials and handbooks including the editing and updating of Program and Procedural Manuals and forms.~~ Supervise the preparation of required district, state, and federal reports, including development of the District's Special Programs and Procedures (SP&P) document.
5. ~~Maintain appropriate records and perform duties in support of Specialists.~~ Assist in the selection, supervision and evaluation of assigned instructional and support staff.
6. ~~Develop, monitor and manage the budget for the Exceptional Student Education inservice plan.~~ Assist with and monitor the allocation of resources to schools for the provision of ESE services, including services to eligible private schools.
7. ~~Manage contracted student therapies/services.~~ Provide support to principals for school-based programs and services.
8. ~~Supervise the development and implementation of online exceptional student records and individual educational plans.~~ Assist in planning and implementing professional development activities which support district and department initiatives.
9. ~~Observe and document the performance of ESE teachers upon director/principal request.~~ Assist the Director in coordinating the operation of the ESE department.
10. Facilitate and coordinate communication between parents, community agencies, and the district.
11. Perform other duties as assigned by the Director of Exceptional Student Education.

Required Qualifications:

1. Currently possess, or eligible to receive a valid Florida Teaching Educator's Certificate, with certification in Administration and Supervision, Education Leadership or School Principal.
2. ~~Master's Degree from an accredited college or university.~~
3. ~~Three (3)-Five (5) years of successful classroom~~ experience in Exceptional Student Education.
4. Strong verbal and written communication skills.
5. Effective interpersonal skills.

Desired Qualifications:

1. Advanced training beyond Master's Degree. ~~Masters in Administration/Supervision.~~
2. Skills in human/public relations.
3. In-depth knowledge of ~~behavioral resource teacher duties~~ federal and state special education laws and regulations.

Effective: 7/01/93
Revised: 6/23/98 (Effective 7/1/98)
Revised: 4/17/08
Revised: 02/10/14 pending School Board
approval

Job Locator: I-1.2.18
Supervisor of Instructional Support Services
Resources
Position Grade: Supervisor I
Evaluated by: Assistant Superintendent for
Instruction

Job Description:

The Supervisor of Instructional Support Services Resources is responsible to the Assistant Superintendent for Instruction for the coordinating and supervision of support areas assigned to the Instructional Support Services Resources Department.

Responsibilities and duties of this position include:

1. Supervise the overall Instructional Resource Department
2. ~~Supervises~~ Assist in the planning and development ~~and operation~~ of the district's K-12 virtual school program and digital convergence in all K-12 school.
3. Assist in the comprehensive planning and budgeting for district-level aspects of the Department of Instructional Resources.
4. Administer the instructional materials categorical allocations, purchases and inventories for all schools and departments within the district. Negotiate contracts when necessary.
5. Organize and coordinate all instructional materials adoption and selection processes for the Clay County School District.
6. Coordinate all media services.
7. Coordinate and supervise all curricula and related technology support.
8. Supervise all Print Center operations.
9. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate.
2. Master's Degree in Educational Leadership or Administration and Supervision.
3. Five (5) or more years as a certified school-based employee.

Desired Qualifications:

1. One (1) or more years in media services and/or instructional technology experience.

Board Approved: 03/20/97 (Effective 7/1/97)
Revised: 06/23/97 (Effective 7/1/98)
Revised: 02/17/11 (Effective 7/1/11)
Revised: 02/10/14 pending School Board
approval

Job Locator: 1.4.05

Supervisor of Career & Technical Education

Position Grade: Supervisor II

Evaluated by: Director of Career & Technical Education

Job Description:

The Supervisor of Career and Technical Education is responsible to the Director of Career and Technical Education.

Responsibilities and duties of this position include:

1. Plan the development of new academies.
2. Work with new and existing academies to ensure implementation of plans.
3. Evaluates and monitors new and existing academies and CTE programs to ensure program quality and sustainability.
4. Plan the development of new career and technical education (CTE) academies.
5. ~~Evaluate and monitor new and existing CTE programs to ensure program quality and sustainability.~~
6. Administer the Carl Perkins Grant
7. Attend appropriate local, regional, and state meetings to further the cause of career and technical education;
8. Work with local, regional, and state governmental and civic organizations to further the cause of CTE.
9. Assist the CTE Director with awareness and marketing of CTE programs and academies.
10. ~~Manage the publication of the CTE newsletter.~~
11. Assist the CTE Director with budgeting and resource allocation.
12. Assist the CTE Director with writing and administering workforce development grants.
13. ~~Provide oversight for Adult and Community Education programs.~~
14. Coordinate professional development activities for Career and Technical Education teachers and staff.
15. Assist in the development of the comprehensive planning for CTE academy expansion.
16. Coordinate with school administrators and CTE teachers to determine program and personnel needs.
17. Assist the CTE Director, as assigned, with other career and technical education related responsibilities.
18. Coordinate the Industry Certification process for CTE programs as it plays a part in school grades, funding and college credit.
19. Coordinate reporting to DOE for all CTE programs and activities.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Three years successful teaching in Career and Technical Education, or three years school-based experience in Career and Technical Education.
3. Master's Degree in Education Leadership

Board Approved: 5/17/2007

Revised: 6/13

Revised 2/10/2014 pending School Board approval

Job Locator: I-I.2.09

Supervisor of Adult & Community Education

Position Grade: Supervisor II

Evaluated by: Director of Applied

Technology Career & Technical Education

Job Description:

The Supervisor of Adult & Community Education is responsible to the Director of Applied Technology and serves in a staff relationship with other supervisors for the supervision, curriculum design, development and continuous improvement of the Adult and Community Education Program. The supervisor collaborates with Career and Technical Education in meeting the district's Strategic Plan.

Responsibilities and duties of this position include:

1. Supervise Community Education Program. Supervise programs in the area of Adult Education, Community Education and other county-wide PSAV/Community Education post-secondary Career & Technical Programs.
2. Supervise the Clay County Literacy Plan. Facilitate articulation of all levels of Adult & Community Education programs with outside agencies.
3. Supervise GED test and counseling. Serve as contact person for the business community relevant to supervised programs.
4. Supervise High School Completion by Credit Program. Promote, communicate and review progress towards meeting departmental goals.
5. Supervise K-12 high school co-enrollee approval process. Represent the district at state and local meetings related to supervised programs.
6. Supervise Fee Base Enrichment Program. Develop and manage departmental budget priorities and annual budget.
7. Supervise Adult Basic Education Program. Assist in the development, preparation, implementation and evaluation of all state and federal projects.
8. Prepare and monitor Adult Basic Education Grant. Advocate, facilitate and monitor the alignment of curriculum, instruction, assessment and improvement in the accomplishment of department and district goals.
9. Prepare and monitor Community Education Grant. Represent Adult & Community Education on cross-functional teams.
10. Prepare FTE reports. Provide recommendations for staffing model.
11. Coordinate county recreation program. Interpret impact of federal and state legislation and state board rules as it relates to Adult & Community Education programs and students.
12. Coordinate after-school program. Monitor performance-based indicators relevant to program visibility.
13. Serve as liaison to County Commission Recreation committee. Develop and implement new programs as appropriate.
14. Assist director, as assigned, with other responsibilities.
15. Assist in the recruitment, selection, evaluation, orientation and induction of supervised instructors and staff as appropriate.
16. Communicate performance-based program data and provide recommendations for adjustments to instructional methodology relevant to the continuous improvement and instructional programs.
17. Monitor customer satisfaction results as determined by ongoing feedback.
18. Develop and monitor program processes and services based on needs of students, teachers, staff, families and the community.
19. Perform such tasks and responsibilities as the Director of Career and Technical Education may assign.

Required Qualifications:

1. Valid Florida Educator's Certificate with certification in Administration/Supervision, Educational Leadership or School Principal (Master's Degree).
2. Skills in oral and written communication.
3. Curriculum writing skills.

Effective: 4/10/89
Revised: 5/25/93
Revised: 7/01/94
Revised: 11/22/94
Revised: 12/15/94
Revised: 11/16/99
Revised: 2/10/14 – pending
School Board approval

Job Locator: I-1.2.16
Supervisor of Instructional Technology
Pre K-12
Position Grade: Supervisor II
Evaluated by: Assistant Superintendent for
Instruction

Job Description:

The Supervisor of Instructional Technology is responsible to the Assistant Superintendent for Instruction for the development, acquisition, implementation and evaluation of technology hardware and software to support local, state and federal instructional initiatives.

Responsibilities and duties of this position include:

1. Develop, organize, implement and evaluate technology programs and systems for the purpose of supporting instruction and school and district accountability.
2. Coordinate between the Instructional Division and Information Services priorities for data reporting and training.
3. Coordinate instructional technology programming, including but not limited to instructional software and hardware, course specific software, grade book, quarterly and interim reporting of academic progress and learning goals.
4. Collect, analyze and report student performance data from local and state assessments.
5. Assist in the implementation of ~~Race to the Top deliverables as defined in the district's Scope of Work~~ local, state and federal mandates.
6. Assists teachers in the use of technology application for curricular use and provide ongoing professional development.
7. Coordinate and evaluate the district's implementation of FLDOE Education Modernization Initiative.
8. Provide training for school and district staff to ensure compliance with local and state system changes and legislative mandates.
9. Assist schools in the development of their master schedule.
10. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Master's degree in Administration and Supervision, or Educational Leadership and a valid Florida Educator's Certificate.
2. Five (5) years teaching experience.
3. Three (3) years school or district administration experience.
4. Knowledge of current local, state and federal instructional initiatives and mandates.
5. Knowledge of technology hardware and software that supports local, state and federal instructional initiatives.
6. Strong oral and written communication skills.

Desired Qualifications:

1. Successful completion of the Human Resources Management Development Program.

Board Approved: 12/18/12
Revised: 02/10/14 pending School Board approval

Job Locator: I-1.2.17-I

Supervisor of Student Services

Position Grade: Supervisor II

Evaluated by: Director of Student Services

Job Description:

The Supervisor of Student Services is responsible to the Director of Student Services and serves in a staff relationship with other Supervisors.

Responsibilities and duties of this position include:

1. Provide leadership in the development and revision of district-wide instructional programs and services.
2. Conduct research to identify grant opportunities, write grant applications, implement and supervise staff for grants as received.
3. Supervise, evaluate, and support staff at the district level assigned to the Department of 21st Century Program Initiatives & Safe/Healthy Learning Environments.
4. Provide program coordination and related activities with appropriate community agencies and institutions that support Clay County Schools 21st Century Program Initiatives and Safe/Healthy Learning Environments.
5. Communicate with parents/caregivers and community agencies regarding programs and services.
6. Provide program coordination and evaluation of the alternative-to-suspension/expulsion program for students.
7. Provide assistance in the implementation and evaluation of Safe and Civil Schools Programs, Positive Behavior Support, Crisis Intervention, Bullying Prevention, Suicide Prevention Services, Teen Parenting Programs and Home Education Program.
8. Provide support for the development and implementation of the Clay County comprehensive Guidance and Counseling PreK-12 Program.
9. Maintain appropriate records to reflect accountability for successful execution of the job.
10. Attend appropriate conferences and workshops.
11. Serve on district, state, or community councils and committees as appropriate.
12. Perform other duties as may be required including ~~504 procedures and practices, Professional Development Plan and Special Pupil Assignment.~~

Required Qualifications:

1. Master's Degree and valid Florida Educator's Certificate in Administration and Supervision, Educational Leadership School Principal.
2. Three (3) years experience in Guidance and Counseling, a related Student Services area or Administration/Supervision.

Desirable Qualifications:

1. Advanced training beyond Master Degree
2. Skills in human/public relations.
3. In-depth knowledge of Student Services area and Substance Abuse Programs.
4. In-depth knowledge of secondary discipline.
5. Experience in federal and state grant writing planning and implementation of programs.

Effective: 7/20/89

Revised: 11/18/97

Revised: 6/23/98 (effective 7-01-98)

Revised: 12/18/12

Revised: 2/10/14 – pending School Board approval

Job Locator: I-1.2.16
Supervisor of Reading/Language Arts
Position Grade: Supervisor II
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Reading/Language Arts Supervisor is responsible to the assigned Instructional Division administrator for the development, implementation, and monitoring of reading/language arts programs and reading certification for the district.

Responsibilities and duties of this position include:

1. Provide leadership in the development and revision of PreK-12 reading/language arts programs.
2. ~~Provide leadership and supervision in the District's Response to Intervention program.~~
3. Provide administrative/supervisory support for coordinating and monitoring Federal and State requirements, including the development of the K-12 District Reading Plan.
4. Maintain such records and reports as are necessary to the successful execution of the position.
5. Coordinate and supervise the VPK-12 reading/language arts programs.
6. Coordinate and supervise the district's VPK program.
7. Assist in the development of comprehensive plans, budgeting and Federal or State applications.
8. Observe instruction in classrooms; provide support and coaching; identify materials; analyze test results to ensure proper instruction in the areas of phonemic awareness, phonics, fluency, vocabulary, reading comprehension and oral language.
9. Coordinate and supervise the reading endorsement in-service program including teacher practicums.
10. Serve as a liaison between Just Read Florida!, DOE and the district.
11. Coordinate and supervise Third Grade Summer Reading Camp.
12. Serve as a liaison between FCRR/PMRN and the district.
13. Provide support for district initiatives.
14. Develop and direct a positive public relations program for reading/language arts program.
15. Attend appropriate conferences and workshops.
16. Perform other duties as assigned by the immediate supervisor.

Required Qualifications:

1. Master's Degree in Reading and/or Educational Leadership, Administration and Supervision or School Principal.
2. Valid Florida Educator's teaching certificate reflecting certification or endorsement in reading.
3. Supervisory experience.
4. ~~Three (3)~~ Five (5) years successful experience in classroom experience.
5. Ability to communicate and work well with others.

Desired Qualifications:

1. Successful completion of the Human Resources Management Development Program.

Approved: 02/19/04 (Effective 7/01/04)
Revised: 02/17/11 (Effective 7/01/11)
Revised: 02/10/14 pending School Board approval

Job Locator: I-1.1.16
Supervisor of School Improvement / Professional Development and Assessment
Position Grade: Supervisor II
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Supervisor of School Improvement/Professional Development and Assessment is directly responsible to the Assistant Superintendent for Instruction for the administration and supervision of school improvement, professional development and assessment.

Responsibilities and duties of this position include:

1. Provide leadership and direction in school improvement based on federal, state and district guidelines.
2. Facilitate planning and implementation and monitoring of school improvement at the district and school level based upon current student data.
3. Assist the Assistant Superintendent for Instruction in the evaluation of school improvement implementation.
4. Promote and facilitate positive public relations for the school improvement process.
5. Administer and supervise the District's Master Inservice Plan
6. Provide instructional leadership, direction, and monitoring of the development and implementation of district and school level professional development plans that have a positive impact on student achievement.
7. Coordinate, provide and evaluate professional development to enhance instructional leadership based upon state and district initiatives. Maintain, schedule and monitor professional development activities throughout the district.
8. Supervise the inservice certification process in accordance with Florida Statutes and the State Board of Education regulations.
9. Provide administrative leadership in the District's administration and supervision for all K-12 student assessment, required by the United States Department of Education, Florida Department of Education, or the Clay County School Board.
10. Provide schools and district with current K-12 student performance data from state and local assessments.
11. Provide leadership and assistance with the HRMD Leader program.
12. Coordinate, provide, and evaluate professional development to enhance teacher practices based on state and district initiatives.
13. Provide administrative leadership in the District's development of K-12 assessments.
14. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. ~~Hold, or be eligible to receive,~~ Master's Degree and a valid Florida Educator's Certificate in Administration and Supervision, Educational Leadership, or School Principal.
2. Five (5) years of successful classroom experience.
3. Strong verbal and written communication skills.
4. Effective interpersonal skills.

Desired Qualifications:

1. Demonstrated record of instructional leadership.
2. Experience in delivery of Staff Development Inservice Training.

Board Approved: 3/20/97 (Effective 7/01/97)
Revised: 2/19/04 (Effective 7/01/04)
Revised: 2/16/06
Revised: 1/20/11 (Effective 3/01/11)
Revised: 02/10/14 – pending School Board approval

Coordinator of Curriculum Pre-K-12
Position Grade: Coordinator I
Evaluated By: Instructional Division

Job Description:

The Coordinator of Curriculum Pre-K-12 is responsible to the assigned Instructional Division Administrator for the development, acquisition, implementation and monitoring of Pre-K-12 basic education programs and related curriculum and instructional materials ~~grant funded 21st Century Program Initiatives & Safe/Healthy Learning Environments.~~

Responsibilities and duties of this position include:

1. Provide leadership in the development and revision of Pre-K-12 Curriculum.
2. Assist in identifying staff development needs and program support for Pre-K-12 personnel.
3. Conduct research to identify grant opportunities, write grant applications, implement and staff and manage grants as received.
4. Coordinate the use of grant funds for programs across the district.
5. Assist in the supervision, evaluation, and support of instructional personnel assigned to the Department of 21st Century Program Initiatives & Safe/Healthy Learning Environments.
6. Review and identify appropriate instructional materials.
7. Coordinate and supervise the implementation of Pre-K-12 programs and grant funded programs.
8. ~~Observe instruction in classrooms, and, when requested, assist teachers in improving their performance.~~
9. Assist in promoting positive public relations and developing community partnerships for Pre-K-12 education.
10. Serve as liaison with collaborating agencies.
11. Maintain such records and reports as necessary to the successful implementation of the job.
12. Attend appropriate conferences and workshops.
13. Monitor state and federal legislation impacting curriculum and instruction.
14. Perform such other tasks and assume such other responsibilities as assigned by district leadership.

Required Qualifications:

1. Master's Degree, Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.
2. Five (5) years teaching experience.
3. Ability to work with people.

Desired Qualifications:

1. Successfully complete Human Resources Management Development Program.
2. Experience in federal and state grant writing, planning, and implementation of programs.

Board Approved: 12/18/12

Revised: 2/10/14 pending School Board Approval

JOB DESCRIPTION RATIONALE – SUPPORT SERVICES DIVISION:

The Support Services Division administration consists of ten administrators who oversee the Facilities Maintenance, Operations, Construction, Planning, and Code Enforcement for the District. Each position, with the exception of the Project Manager, is unique and only filled by one individual. We have two Project Managers to oversee all of the District's contracted construction, renovation, and remodeling projects. Over the past three years the Division has downsized one administrator and three secretarial positions. The salary ranges are appropriate considering the experience of the incumbents when compared to the private sector.

Job Locator: O-1.1.05
Assistant Superintendent for Support Services
Position Grade: Assistant Superintendent
Evaluated By: Superintendent

Job Description:

The Assistant Superintendent for Support Services is responsible to the Superintendent and serves in a line-staff relationship with the Deputy Superintendent and staff relationship with other Assistant Superintendents.

Responsibilities and Duties of this Position Include:

1. Supervise and evaluate the Directors of Code Enforcement, Facility Planning and Construction, Maintenance, and the Coordinator of Operations.
2. Provide overall direction and organization to the areas of Attendance Boundaries, Construction Management, Custodial, Energy, Environmental, Facility Design and Construction, Facility Planning, Growth Management, Inspection, Intergovernmental Relations, Maintenance, Permitting, Plan Review, Planning Plant Surveys, Safety, and Security and Intergovernmental Relations, and Emergency Operations.
3. Provide general leadership and coordination for Comprehensive Planning and budgeting for all Departments and functions in the Division of Support Services.
4. Ensure compliance with all laws, rules, regulations and policies. ~~governing Support Services.~~
5. Advise and consult with the Superintendent and the School Board on Support Service related issues.
6. Direct the development and recommendation of policies relative to Support Services.
7. Supervise the preparation of the Support Services agenda for School Board meetings. ~~approval.~~
8. Prepare required studies and reports relative to Support Services.
9. Direct the development of the District's annual Classroom Assessment.
10. Facilitate communication, organization and planning efforts among District-level Support Service Administrators, other ~~Divisional~~ District Administrators, School Administrators and local governments.
11. Promote and facilitate positive public relations for the School System especially as that pertains to Support Services.
12. Perform other duties as assigned by the Deputy Superintendent or Superintendent.

Required Qualifications:

1. Bachelor of Science Degree with considerable course work in construction, civil engineering, architecture, mathematics, surveying, and construction cost accounting.
2. Minimum three (3) years experience in the field of construction.
3. Minimum of five (5) years experience in supervision or administration.
4. Experience in bidding procedures and contract law.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment. ~~Must maintain a safe driving record.~~

Desirable Qualifications:

1. ~~Master's Degree in Educational Administration and Supervision or School Plant Management.~~
2. Three (3) years experience in School Plant Management.

Revised: 12/13/87, 8/13/87, 2/16/89, 1/17/91, 5/20/93,
4/21/94, 9/18/97, 11/17/98, 2/15/01 (Effective 7-01-01),
Revised: 01/20/05, 3/16/06 (Effective 7-01-06),
Revised: 2/21/08, Revised 2/10/14 – pending School
Board approval

Job Locator: O-1.1.23-II
Director of Maintenance
Position Grade: Director II
Evaluated By: Assistant Superintendent for Support Services

Job Description:

The Director of Maintenance is responsible to the Assistant Superintendent for Support Services. ~~and serves in a staff relationship with other Directors.~~

Responsibilities and Duties of this Position Include:

1. Provide direction and supervision for the District's Maintenance program including comprehensive planning and budgeting.
2. Develop standards for maintenance and care of the District's educational, auxiliary and ancillary facilities.
3. Ensure compliance with all laws, rules, regulations and policies governing maintenance.
4. Provide inspection of the District's educational, auxiliary and ancillary facilities to ensure a well maintained educational environment.
5. Establish preventive maintenance programs to ensure the extension of life to equipment and facilities.
- ~~6. Direct long range planning and budget requirements to meet the maintenance and improvement needs of the District's educational, auxiliary and ancillary facilities.~~
- ~~7. Foster communication among School based Administrators/Staff, and Support Service Departments and District level Administrators/Staff.~~
- ~~6.8. Coordinate, monitor and mMaintain records for the compliance of potable water consumption, wastewater and testing in accordance with Local/State/Federal regulations.~~
- ~~7.9. Maintain a system of cost accounting as it relates to man hours, materials, equipment and warehousing.~~
- ~~8.10. Direct and set overall direction in the scheduling of Architects, Engineers and Contractors in order to meet the District needs for special maintenance projects.~~
- ~~9.11. Direct the development of and review for all plans, project specifications, bid specifications and contracts on all special maintenance projects.~~
- ~~10.12. Establish and mMaintain construction management documentation, administration, quality control and finance procedures on all special maintenance capital outlay projects.~~
- ~~11.13. Process payroll, leave request, evaluations and other appropriate actions required of the Maintenance Department.~~
- ~~12.14. Provide required information annually for the development of the Educational Facilities Plan, and the District's Work Program.~~
- ~~13.15. Perform other duties as assigned by the Assistant Superintendent for Support Services.~~

Required Qualifications:

1. Bachelor of Arts or Science Degree.
2. Be knowledgeable of all phases of trades relating to school facilities maintenance.
3. Be able to work in harmony with school based administrators, staff, subordinates and the public.
4. Be able to read and interpret plans and specifications, estimate cost and plan and schedule work.
5. Have demonstrated abilities in oral and written communication skills.
6. Must have a valid Florida Drivers License and must maintain the same during employment.
7. Must have a valid Florida Drivers License and maintain a safe driving record during employment.
~~Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. ~~Masters Degree, in educational administration and supervision or school plant management.~~
2. Have a minimum of fifteen (15) years experience as general supervisor in maintenance related activities.
3. Have a minimum of fifteen (15) years experience in general construction coordination.

Revised: 12-13-84, 8-13-87, 9-21-89, 1-17-91
Revised: 4-21-94 (Effective 4-1-94)
Revised: 9-19-97
Revised: 2-15-01 (Effective 7-01-01)
Revised: 01/20/05, 2/21/08 (Effective 7/1/08),
Revised: 2/10/14 pending School Board approval

Job Locator: O-1.1.31
Director of Facility Planning and Construction
Position Grade: Director II
Evaluated By: Assistant Superintendent for Support Services

Job Description:

The Director of Facility Planning and Construction is responsible to the Assistant Superintendent for Support Services, and serves in a staff relationship with other Directors.

Responsibilities and Duties of this Position:

1. Direct the development of the Annual and Long Range Educational Facilities Plan and the School District Facilities Work Program as required by the Florida Department of Education.
2. Establish and maintain construction management, documentation, administration, quality control and finance procedures on all general capital outlay facility projects.
3. Direct long range planning in order to meet the five, ten and twenty year projected capital construction and land acquisition needs of the District.
4. Direct the development of and review for all construction plans, project specifications, bid specifications, and contracts on all general capital outlay projects.
5. Ensure coordination and compliance with Florida Statutes, all required governmental and regulatory agencies, all applicable local, State and Federal laws and regulations and the Florida Building Code governing educational facility planning and construction.
6. Direct and set overall direction in the scheduling of Architects, Engineers and Contractors in order to meet District needs for general capital outlay projects.
7. Direct the development of educational specifications involving appropriate stakeholders for all facility construction projects.
8. Direct the development and routine update of the Florida Inventory of School Houses.
9. Assist with the development of the District's annual classroom assessment.
10. Direct the development and current status of the District's Five-Year Plant Survey.
11. Direct the development and maintenance of attendance boundaries of all schools within the District.
12. Direct the maintenance of a current and accurate schematic document and ensure its distribution to all District and Governmental recipients.
13. Ensure District participation in planning coordination with County and municipal governments and attendance at required meetings.
14. Administer and maintain interlocal agreements, comprehensive plan elements and other necessary documents with County and municipal governments.
15. Administer growth management, school concurrency requirements, developer agreements and impact fee requirements.
16. Perform other duties as assigned by the Assistant Superintendent for Support Services.

Required Qualifications:

1. Bachelors Degree
2. Minimum of five years experience in Building Construction, Civil Engineering, Surveying and related areas.
3. Minimum of five years experience in personnel supervision.
4. Knowledge of all aspects relating to school facility construction.
5. Be able to work in harmony with school based administrators, district staff, subordinates, and the public.
6. Must have a valid Florida Drivers License and maintain a safe driving record during employment. ~~Must have a valid Florida Drivers License and must maintain the same during employment.~~
7. ~~Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. ~~Bachelors Degree in Building Construction.~~
2. ~~Hold a current General Contractors License.~~
3. ~~Masters Degree in Educational Administration and Supervision or School Plant Management.~~

Board Approved: 6/23/98 (Effective 7/1/98)
Revised: 2/15/01 (Effective 7/01/01)
Revised: 01/20/05; Revised 11/22/05
Revised: 2/10/14 Pending School Board Approval

Job Locator: O-1.1.66
Building Official
Position Grade: Director III
Evaluated by: Assistant Superintendent
For Support Services

Job Description:

The Building Official is directly responsible to the Assistant Superintendent for Support Services, and serves in a staff relationship with other Directors.

Responsibilities and duties of this position include:

1. Direct the regulatory requirements of permitting, plan review, enforcement and inspection of projects indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and other construction codes as required by State law and the Florida Building Code.
2. Supervise, schedule and manage the Code Enforcement Department effectively and efficiently.
3. ~~Develop and m~~ Maintain a complete file system and data base on all permitting, plan review, enforcement and inspection of projects.
4. Perform, or oversee the performance of, annual required inspections including sanitation, casualty, fire and relocatable inspections.
5. ~~Coordinate the development of District planning documents and budget required for Comprehensive Planning, and Section IV of the Capital Projects Plan.~~
6. Perform annual fire safety inspection per F.S. 1013.12.
- ~~7.6.~~ Perform other duties as directed by the Assistant Superintendent for Support Services.

Required Qualifications:

1. Bachelor of Arts or Science Degree; or a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or two (2) year Technical Degree; or have ten (10) years experience in building construction and a high school diploma or G.E.D..
2. Must be State Certified as a Building Code Administrator, a Plans Examiner (certified in all disciplines) and a Building Inspector (certified in all disciplines) under Chapter 468, Part 12.
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent oral and written skills.
8. Must be certified as a fire safety inspector per F.S. 633.081.
9. ~~8. Must have a valid Florida Drivers License and maintain a safe driving record during employment. Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. Building Construction Graduate; Graduate Architect or Engineer with certification as a Building Code Administrator.
2. Proven track record as an effective administrator.

Board Approved: 2/15/01 (Effective 4/01/01)
Revised: 4/19/01, 1/20/05, 9/20/12,
Revised 2/10/14 pending School Board Approval

Job Locator: O-1.2.03-I
Maintenance Supervisor (Technical)
Position Grade: Coordinator I
Evaluated by: Director of Maintenance and Operations

Job Description:

This employee is directly responsible to the Director of Maintenance and Operations.

Responsibilities and Duties of this Position Include:

1. ~~Be r~~Responsible for the supervision of the Maintenance and Operations Department in the absence of the Director of Maintenance and Operations.
2. Supervise, schedule, and coordinate work assignments and follow up on work orders from HVAC, Electrical, Electronic, ~~Boiler/Plumbing, Waste/Water~~ Sections and/or other sections within the Maintenance and Operations Department as may be assigned.
3. Review blueprints/plans for school facilities and make recommendations for improvements to the Director of Maintenance and Operations.
4. ~~Establish and implement~~ preventive maintenance procedures on equipment and facilities.
5. Coordinate the performance of the Maintenance and Operations Guidelines Annual Evaluations and other necessary inspections of facilities.
6. Coordinate in-service programs for the Maintenance and Operations Department.
7. Establish and implement bid packages, purchasing of materials, and production control.
8. Maintain cost processing system to account for materials and man hours expended.
9. Assist in the evaluation of personnel.
10. ~~Maintains contracts for elevator and wheelchair lifts services/or licenses at all applicable District educational facilities.~~ Main contracts with vendors, as required to perform services that District Maintenance Personnel are not licensed to perform.
11. Maintain all existing permits for wastewater, potable water and consumptive use (wells) current and in accordance with Florida Law.
12. Act as Project Manager on related special maintenance projects.
13. Perform other duties as may be assigned by the Director of Maintenance and Operations.

Required Qualifications:

1. Bachelors Degree.
2. Must have a High School Diploma or G.E.D. and ten (10) years experience in related maintenance/building field or hold an associate degree with five (5) years experience.
3. Be knowledgeable of all phases or trades related to school facilities and maintenance.
4. Be able to work in harmony with the public, staff, and subordinates.
5. Be able to read, interpret plans and specifications, estimate costs and plan work schedules.
6. Knowledge of building, safety-to-life, and fire codes.
7. Must have a valid Florida Drivers License and must maintain the same during employment.
8. Must have a valid Florida Drivers License and maintain a safe driving record during employment. ~~Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. Bachelors Degree.
2. Skills in human relations.
3. Prior experience with school system.

Effective: 2-16-89
Revised: 1-18-90, 1-17-91, 7-1-92
3-24-93, 4-21-94 (Eff. 4-1-94)
Revised: 01/20/05,
Revised 2/10/14 – pending School Board approval

Job Locator: O-1.2.02-I
Maintenance Supervisor (General)
Position Grade: Coordinator I
Evaluated by: Director of Maintenance and Operations

Job Description:

This employee is directly responsible to the Director of Maintenance and Operations.

Responsibilities and Duties of this Position Include:

1. Be ~~r~~Responsible for the supervision of the Maintenance and Operations Department in the absence of the Director of Maintenance and Operations.
2. Supervise, schedule, and coordinate work assignments and follow up on work orders from Painting, Carpentry, Roofing, Grounds, Warehouse Sections, Furniture repair, and/or other sections within the Maintenance and Operations Department as may be assigned.
3. Review blueprints/plans for school facilities and make recommendations for improvements to the Director of Maintenance and Operations.
4. ~~Establish and implement~~ preventive maintenance procedures on equipment and facilities.
5. Coordinate the performance of the Maintenance and Operations Guidelines Annual Evaluations and other necessary inspections of facilities.
6. Coordinate in-service programs for the Maintenance and Operations Department.
7. Establish and implement bid packages, purchasing of materials, and production control.
8. Maintain cost processing system to account for materials and man hours expended.
9. Assist in the evaluation of personnel.
- ~~10. Maintain all existing permits for storm water retention current and in accordance with Florida Law.~~
- ~~10.11.~~ Act as Project Manager on related special maintenance projects.
- ~~12. Maintain contracts for termite infestation evaluations and eradication.~~
- ~~11.13.~~ Perform other duties as may be assigned by the Director of Maintenance and Operations.

Required Qualifications:

1. Bachelors Degree.
2. Must have a High School Diploma or G.E.D. and ten (10) years experience in related maintenance/building field or hold an associate degree with five (5) years experience.
3. Be knowledgeable of all phases or trades related to school facilities and maintenance.
4. Be able to work in harmony with the public, staff, and subordinates.
5. Be able to read, interpret plans and specifications, estimate costs and plan work schedules.
6. Knowledge of building, safety-to-life, and fire codes.
7. Must have a valid Florida Drivers License and maintain a safe driving record during employment. ~~Must maintain a safe driving record during employment. Must have a valid Florida Drivers License and must maintain the same during employment.~~
8. ~~Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. Bachelors Degree.
2. Skills in human relations.
3. Prior experience with school system.

Effective: 2-16-89
Revised: 1-18-90, 1-17-91, 3-25-93,
4-21-94 (Eff. 4-1-94), 9/18/97
Revised: 01/20/05,

Revised 2/10/14 – pending School Board approval

Job Locator: O-1.1.70
Chief Building Inspector
Position Grade: Coordinator I
Evaluated by: Building Official

Job Description:

The Chief Building Inspector is directly responsible to the Building Official ~~and serves in a staff relationship with other Coordinators.~~

Responsibilities and duties of this position include:

1. Provide assistance to the Building Official in the general administration of the Code Enforcement Department and serves as administrator-in-charge of the Department when the Building Official is absent from the County.
2. Assist with the implementation of regulatory requirements pertaining to permitting, plan review, enforcement and inspection of projects indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and other construction codes as required by State Law and Florida Building Code.
3. Assist in scheduling inspections. ~~as may be required.~~
4. Perform Florida Building Code Compliance inspections including building, mechanical, electrical, plumbing, sanitation, casualty, fire and relocatable.
5. Develop and maintain the required records and database entry on all inspections.
6. Perform annual fire safety inspections per F.S. 1013.12.
7. Perform other duties as directed by the Building Official.

Required Qualifications:

1. Bachelor of Arts or Science Degree; or have a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or two (2) year Technical Degree; or have ten (10) years experience in building construction and a high school diploma or G.E.D..
2. Must be State Certified as a Building Code Administrator, a Plans Examiner or a Building Inspector under Chapter 468, and a Fire Safety Inspector per F.S. 633.081.
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent oral and written skills.
8. Must have a valid Florida Drivers License and maintain a safe driving record during employment.
~~Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. Building Construction Graduate; Graduate Architect or Engineer with certification as a Building Code Administrator.
2. Proven track record as an effective administrator.

Board Approved: 2/15/01 (Effective 5/01/01)
Revised: 4/19/01 (Effective 5/01/01)
Revised: 01/20/05,
Revised 2/10/14 – pending School Board approval

Job Locator: O-1.2.41

Coordinator of Operations

Position Grade: Coordinator I

Evaluated By: Assistant Superintendent for Support Services

Job Description:

The Coordinator of Operations is responsible to the Assistant Superintendent for Support Services and serves in a staff relationship with other Coordinators.

Responsibilities and Duties of this Position Include:

- ~~1. Maintain and update, as necessary, the District's Disaster Preparedness Plan and coordinate activities with other Governmental Agencies.~~
- ~~2. Coordinate the development of Emergency Evacuation plans for individual schools and for District.~~
- ~~3. Coordinate the District's Security Program including vandalism evaluation, school security guards, security alarm systems and identifying additional security measures.~~
- ~~4. Coordinate the District's safety program including the review of injuries and accidents to personnel and regulatory agency compliance.~~
- ~~5. Maintain required records of storage and disposal of hazardous waste materials.~~
- ~~6. Conduct indoor air quality audits, testing and training programs for District facilities and personnel by establishing and maintaining a protocol and the development of all required records.~~
- ~~7. Develop sanitation and housekeeping standards and staffing patterns in coordinating all custodial service activities.~~
- ~~8. Prepare initial budgets and staff requirements for custodial services for all District ancillary and educational facilities in conjunction with comprehensive plans.~~
- ~~9. Provide general information and product specifications to the purchasing agent for equipment and supplies for the custodial program, including new products and uniforms.~~
- ~~10. Schedule, direct and supervise the on-going interior and exterior pest control programs.~~
- ~~11. Schedule, direct and supervise the on-going program of custodial equipment purchase, care, use and repair. Maintain cost accounting records of budgeted funds pertaining to repairs and reclassifications.~~
- ~~12. Develop utility and energy budgets for the District and provide reports and assistance to schools as may be necessary.~~
- ~~13. Coordinate energy management schedules and school training to maximize effectiveness.~~
1. Develops sanitation and housekeeping standards and staffing patterns for all custodial service activities.
2. Prepares initial budgets and staff requirements for custodial services for all District ancillary and educational facilities.
3. Provides general information and product specifications to the purchasing agent for equipment and supplies for the custodial program, including new products.
4. Supervises and directs the District office custodial staff.
5. Develops the annual Utility and Energy budgets for the District and monitors both.
6. Develops and coordinates energy management programs, awareness, schedules, energy audits and school training to maximize effectiveness. Works with and serves as the District's liaison with outside utility companies.
7. Supervises the District-wide Pest Control and Sports Field Management programs.
8. Maintains the District's Disaster Preparedness Plan and coordinates activities with other agencies; coordinates emergency shelter openings and is the District's liaison to all emergency management agencies, FEMA and private assistance groups such as Red Cross, Salvation Army, etc.
9. Coordinate the development of Emergency Evacuation plans for individual schools and for the District.
10. Coordinates the District's Security program including vandalism evaluation, school security details, security cameras, security alarm systems, threat assessments and identifies additional security measures and recommends proper mitigation; serves as the District's liaison to all law enforcement agencies.

11. Coordinates the District's Safety program to include Student Hazardous Walking Program, Hazardous Materials, MSDS records, Indoor Air Quality complaints and works with the District's Risk Management Dept. on reviews of injuries and accidents to personnel and students as well as regulatory compliance; serves as the District's liaison to all fire & rescue agencies.
12. Supervises the District-wide Small Engine Shop and program for custodial equipment purchase, care, use and repair. Maintains cost accounting records of budgeted funds pertaining to repairs and purchases; purchases of custodial and grounds keeping equipment.
- 44.13. Perform other duties as requested by the Assistant Superintendent for Support Services.

Required Qualifications:

1. Bachelor of Arts or Science Degree or an Associates Degree with three (3) years related experience.
2. Possess the ability to interpret State and Federal laws and rules.
3. Have demonstrated abilities in oral and written communication skills.
4. Possess the ability to plan, inspect, budget and supervise the work of others.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment.
~~Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. Three (3) years experience in school administration including program development, supervision and budgeting.

Approved: 9/18/97 (effective 1/1/98)
Revised: 2/15/01 (effective 7/01/01)
Revised: 11/22/05, 2/21/08 (Effective 7/01/08)
Revised: 2/10/14 pending School Board approval

Job Locator: O-1.1.43-I

Coordinator of Planning and Intergovernmental Relations

Position Grade: Coordinator I

Evaluated By: Director of Facility Planning and Construction

Job Description:

The Coordinator of Planning and Intergovernmental Relations is responsible to the Director of Facility Planning and Construction. ~~and serves in a staff relationship with other Coordinators and Directors.~~

Responsibilities and Duties of this Position:

1. Attend zoning meetings with County and Municipalities and develop impact analysis ~~on~~ of all residential rezoning and amendments to the County or Municipalities land use.
2. Attend Board of County Commission and Municipal Council meetings as needed to represent the School Districts interest.
3. Serve as liaison and coordinate the School District's requirements with the County and each Municipality on interlocal agreements, developer agreements, State of Florida comprehensive plan elements, school concurrency and educational facility planning and communication.
4. Coordinate requirements and discussions on mitigation resolution ~~on~~ for all development within the County and each Municipality.
5. Coordinate site acquisitions and site donations according to District need and act as land agent for all School Board property.
6. Maintain and administer the educational impact fee ordinance coordinating with the developers and local building departments, the payment and receipt of impact fees and permitting.
7. Attend other intergovernmental meetings as assigned. ~~including but not limited to: Development Review Committee, Transportation Committee and Parks and Recreation Committee.~~
8. Develop, analyze and maintain long range comprehensive facility planning documents for the District and Department of Education.
9. Develop student projection's and attendance boundaries for all schools.
10. Develop student demographic information for schools to assist in annual and long range student projection and to assist in determining facility requirements for existing and new schools.
11. Maintain the Florida Inventory Of School Houses (F.I.S.H.).
12. Coordinate all school plant survey recommendations, supplemental updates, and District ~~#~~Facility ~~!~~Lists in order to establish funding eligibility for projects.
13. Perform other duties as assigned by the Director of Facility Planning and Construction.

Required Qualifications:

1. Bachelors of Arts or Science Degree.
2. Must have the ability to utilize computer technology and software.
3. Must have the ability to communicate both orally and in ~~writtingen~~ writing fashion.
4. Must have a valid Florida Drivers License and maintain a safe driving record during employment. ~~Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. ~~Masters~~ Bachelors Degree associated with educational or governmental planning.
2. Minimum three (3) years experience in educational or governmental planning.
3. Experience in working with multiple governmental agencies.

Effective: 8/12/82 Revised: 6/13/85, 8/13/87, 7/21/88, 7/10/92
4/21/84 (Effective 7/1/94), 6/22/95, 2/15/01 (Effective 7/01/01)
01/20/05, 9/15/05, 10/20/05,
Revised 2/10/14 pending School Board Approval

Job Locator: O-1.1.38-I

Project Manager

Position Grade: Coordinator I

Evaluated by: Assistant Superintendent for Support Services

Job Description:

The Project Manager is directly responsible to the Designated Support Services Administrator and serves in a staff relationship with other Coordinators. Assistant Superintendent for Support Services.

Responsibilities and duties of this position include:

1. Manage project development, timelines, resources, and quality assurance.
2. Ensure compliance with construction management, documentation, quality control, administration and finance procedures on all facility projects.
3. Ensure compliance with Florida Statutes, State Board Rules and the Florida Building Code for Educational Facilities.
4. Assist in analyzing, planning, developing and initiating improvements on School Board property.
5. Coordinate the development of educational specifications for each project.
6. Coordinate with Architects/Engineers and district staff the development of plans and specifications for School Board construction projects.
7. Coordinate the preparation of contracts for Architects/Engineers and Contractors, review and approve all payments and maintain complete and accurate records for all construction projects.
8. ~~Review construction documents at each stage of design prior to School Board approval.~~
9. Certify to the Building Official that upon substantial completion, the project has been completed in accordance with the contract documents and the Florida Building Code.
10. Coordinate the instruction of all concerned facility staff on the operation of all life safety features on of each completed construction project.
11. Coordinate School Board construction projects with City, County, State and Federal Governments.
12. Supervise and direct private contractors performing work for the School Board.
13. ~~Coordinate the county-wide movement of relocatable buildings.~~
14. Provide required information for the preparation of the annual updateing of the Florida Inventory of School Houses (F.I.S.H.).
15. Perform other duties as directed by the Director of Facility Planning and Construction Assistant Superintendent for Support Services.

Required Qualifications:

1. Bachelor of Arts or Science Degree; or have a minimum of five (5) years experience as a Project Manager in building construction and an Associate of Arts or Science Degree, or two (2) year technical degree; or a high school diploma or G.E.D. and ten (10) years experience as a Project Manager in building construction.
2. Experience in at least one (1) of the following categories: (a) State Licensed Contractor, Construction Superintendent, or Project Manager in an Architect/Engineer/Construction (A/E/C) firm, with a minimum five (5) years of experience; (b) Local City or County Building Department General Construction Inspector, with a minimum five (5) years of experience.
3. Knowledge of building, safety-to-life and fire codes.
4. Ability to read and interpret building plans and specifications.
5. Ability to perform basic drafting of plans for buildings and civil projects.
6. ~~Ability to operate engineer's level and transit.~~
7. 6. Be able to work in harmony with school based administrators, staff, subordinates and the public.
8. 7. Must have a valid Florida Drivers License and maintain a safe driving record during employment. Must maintain a safe driving record during employment.

Desirable Qualifications:

1. Building Construction Graduate, with a minimum one (1) year of experience.
2. Graduate Architect or Engineer, with a minimum one (1) year of experience.
3. ~~Registered Architect or Engineer.~~
4. ~~Skill in human relations.~~
5. 3. Experience in school plant management and construction.

Effective: 7/21/88, Revised: 12/14/88, 7/01/93 (Title & # only),
4/20/95, 11/17/98, Revised: 2/15/01 (Effective 4-10-01),
Revised: 01/20/05, Revised 2/10/14 pending School Board approval

Job Locator: O-1.1.43-I

Coordinator of Planning and Intergovernmental Relations

Position Grade: Coordinator I

Evaluated By: Director of Facility Planning and

Construction Assistant Superintendent for Support Services

Job Description:

The Coordinator of Planning and Intergovernmental Relations is responsible to the Director of Facility Planning and Construction. and serves in a staff relationship with other Coordinators and Directors.

Responsibilities and Duties of this Position:

1. Attend zoning meetings with County and Municipalities and develop impact analysis on of all residential rezoning and amendments to the County or Municipalities land use.
2. Attend Board of County Commission and Municipal Council meetings as needed to represent the School Districts interest.
3. Serve as liaison and coordinate the School District's requirements with the County and each Municipality on interlocal agreements, developer agreements, State of Florida comprehensive plan elements, school concurrency and educational facility planning and communication.
4. Coordinate requirements and discussions on mitigation resolution on for all development within the County and each Municipality.
5. Coordinate site acquisitions and site donations according to District need and act as land agent for all School Board property.
6. Maintain and administer the educational impact fee ordinance coordinating with the developers and local building departments, the payment and receipt of impact fees and permitting.
7. Attend other intergovernmental meetings as assigned. ~~including but not limited to: Development Review Committee, Transportation Committee and Parks and Recreation Committee.~~
8. Develop, analyze and maintain long range comprehensive facility planning documents for the District and Department of Education.
9. Develop student projection's and attendance boundaries for all schools.
10. Develop student demographic information for schools to assist in annual and long range student projection and to assist in determining facility requirements for existing and new schools.
11. Maintain the Florida Inventory Of School Houses (F.I.S.H.).
12. Coordinate all school plant survey recommendations, supplemental updates, and District ~~Facility~~ Facility ~~Lists~~ in order to establish funding eligibility for projects.
13. Perform other duties as assigned by the Director of Facility Planning and Construction.

Required Qualifications:

1. Bachelors of Arts or Science Degree.
2. Must have the ability to utilize computer technology and software.
3. Must have the ability to communicate both orally and in ~~writtingen~~ writing fashion.
4. Must have a valid Florida Drivers License and maintain a safe driving record during employment. ~~Must maintain a safe driving record during employment.~~

Desirable Qualifications:

1. Masters Bachelors Degree associated with educational or governmental planning.
2. Minimum three (3) years experience in educational or governmental planning.
3. Experience in working with multiple governmental agencies.

Effective: 8/12/82 Revised: 6/13/85, 8/13/87, 7/21/88, 7/10/92
4/21/84 (Effective 7/1/94), 6/22/95, 2/15/01 (Effective 7/01/01)
01/20/05, 9/15/05, 10/20/05, Revised 2/10/14 pending School Board Approval