

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Staffing/Position Management/FTE and Certification

QUALIFICATIONS

- Master's Degree in School Administration/Supervision, Educational Leadership, School Principal, Personnel Management OR a Bachelor's Degree in a business-related field and three (3) years' experience in public school administration, human resources, information services or a related field.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of laws and rules as they relate to human resources.
- Knowledge of administrative computer applications as related to departmental job functions.
- Analytical and technical skills to solve complex optimization problems.
- Strong customer service skills.

SUPERVISION

REPORTS TO Assistant Superintendent of Human Resources and Professional Standards
SUPERVISES Assigned Support Staff

POSITION GOAL

To direct the staffing and allocation process for the District in compliance with laws, policies, and rules in a manner that will enhance the human assets of the organization and to coordinate the management of the District FTE data. To direct and oversee District Certification programs.

PERFORMANCE RESPONSIBILITIES

1. *Evaluate and prepare school-by-school student projections on a yearly basis to determine subsequent year staffing allocations in conjunction with Information Services, Student Support Services, ESOL, Title I, etc.
2. *Prepare, implement, and monitor the District's staffing formula including all personnel allocations.
3. *Direct and monitor the class-size compliance process.
4. *Administer and adjust allocated positions throughout the school year based upon school/department requests and available resources to ensure the integrity of the staffing process, involving the Human Resources and Finance Departments as needed.
5. *Direct and monitor staffing related to all federal income sources in consultation with the Finance department.
6. *Coordinate the calendar committee process related to the creation of the student attendance calendar.
7. *Develop data collection instruments and input documents related to staffing and FTE.
8. *Prepare reports to be provided to District and school-based personnel related to staffing and FTE.
9. *Monitor all FTE figures and prepare funding and staffing projections to meet program services and department needs for District.
10. *Review and verify all FTE figures and projections submitted by District administrators and charter schools.
11. *In-service appropriate District personnel and school site staff in understanding FTE projection and staffing formulas.
12. *Monitor FTE for increases or decreases in funding generated by all students within the District for basic, ESE, ESOL, and vocational programs.
13. *Assist District with required programs, surveys, and reports requested by state and federal departments and agencies.
14. *Direct and manage the District's Certification programs.
15. Perform other duties as assigned by the Assistant Superintendent of Human Resources and Professional Standards.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

<p>PAY GRADE AO-03-P \$78,951 - \$121,109 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935</p>	<p>POSITION CODES PeopleSoft Position TBD Personnel Category 14 EEO-5 Line 44 Function 7730 Job Code 1470 Survey Code 72024</p>	<p>FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable Previous Board Approval ADA Information Provided by Boyd Karns Position Description Prepared by Boyd Karns</p>	<p>BOARD APPROVED February 6, 2024 February 23, 2021 December 14, 2010 February 23, 1999 May 23, 2005</p>
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