

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, External Operations

QUALIFICATIONS

- Master's Degree with five (5) years of experience in Public Education Administration.
- A thorough understanding of federal, state, and local educational procedures, as defined in school laws, state board regulations and district board policies.
- Experience reflecting thorough knowledge and capabilities in organizational skills pertaining to educational administration with emphasis on large system management, law and policy development and implementation.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of current trends and best practices.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in human interaction and conflict management.
- Effective skills in oral and written communications.
- Ability to communicate and work cooperatively in collaboration with other agencies and personnel.

SUPERVISION

REPORTS TO Superintendent
SUPERVISES Assigned Personnel

POSITION GOAL

To assist the Superintendent in managing the duties of the Superintendent's office and act as a liaison to school personnel, parents, and the general public

PERFORMANCE RESPONSIBILITIES

1. * Serve as the liaison between the school district and other governmental agencies.
2. * Coordinate development of the school calendar.
3. * Serve as representative of the Superintendent in handling complaints of school patrons and seeks to resolve misunderstandings between school personnel and parents.
4. * Attend board and planning team meetings as directed in order to be knowledgeable of problems, projects and plans of the Superintendent and to follow through on all requests made of and directed by the Superintendent.
5. * Serve as Superintendent's contact person with the court system and other governmental agencies.
6. * Provide briefings for the Superintendent on various aspects of the school system.
7. * Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
8. * Serves as a liaison between the school district and charter schools, environmental center, student museum, and pre-kindergarten program.
9. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

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 ACTIVITY

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.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm
Repetitive Motion 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 to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
None The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AO- BO2 **\$87,790 - \$134,668**
District Salary Schedule
Months **12**
Annual Days **258**
Weekly Hours **37.5**
Annual Hours 1935

POSITION CODES

PeopleSoft Position **2683**
Personnel Category **2**
EEO-5 Line **6**
Function **7200**
Job Code **1428**
Survey Code **91004**

FLSA

Applicable
 Not applicable

Previous Approval Date

BOARD APPROVED

August 28, 2001
January 25, 1984

ADA Information Provided by **ECMS/Joe Monserrat**
Position Description Prepared by **Hortense Evans**