

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: DIRECTOR I

BASIC FUNCTION:

Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.

DISTINGUISHING CHARACTERISTICS:

The Director series applies to management positions which typically report to an Assistant or Deputy Superintendent or directly to the Superintendent. The levels are distinguished in terms of the relative size (number and level of employees), complexity (diversity and problem solving) and accountability (financial impact and freedom to act) of the assigned duties and functions. Districts may use any number of these of this series to distinguish between overall responsibilities assigned to this level of management.

REPRESENTATIVE DUTIES:

- Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.
- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans.
- Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Assure internal controls are established, maintained and documented in compliance with organization directives.
- Support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
- Administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.
- Coordinate the department's operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide or mutual concern.

- Participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Practices, policies and procedures involved in the functional areas assigned.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Principles and practices of administration, supervision and training.
- Technical aspects of field of specialty.
- Budget preparation and control.

ABILITY TO:

- Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Understand and work within scope of authority.
- Meet schedules and time lines.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. Preference 2 years college and/or journeyman/masters license and five years of experience in a field directly related to assignment including at least one year in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may require certification as required by the State in order to perform the duties of Director.