



JOB TITLE	Director V
REPORTS TO	Superintendent
SALARY SCHEDULE/GRADE	Classified Administrator
CONTRACTED DAYS AND/OR HOURS	240 days/7 hours
JOB CLASS CODE	7461
POSITION CLASSIFICATION	Director V
DATE APPROVED	

QUALIFICATIONS

Any combination equivalent to: bachelor's degree in a field related to assignment and seven years related experience including at least three years in a supervisory capacity.

POSITION SUMMARY

Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.

PERFORMANCE RESPONSIBILITIES

Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.

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.

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.

Walk the buildings/facilities of the district and note areas of concern to discuss with the Director of Maintenance or the Director of Pupil Personnel.
Liaison between principals, directors, Custodians, and contracted cleaning crew
Complete safety walk-throughs of buildings and facilities, share concerns with directors/principals
Regularly check-in with the District Athletic Director and provide support as needed
Assists the Director of Student Services and Building Principals with preparation and implementation of the school safety plans.
Coordinates with the principal to maintain a positive, safe learning environment for students.
Promotes the school and District through positive relations with community, business parents, and students.
Performs other duties as assigned by the Superintendent.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>