

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Director

BAND	GRADE	SUBGRADE
D	6	3
DEPARTMENT: Varies	ACCOUNTABLE TO: Assistant Superintendent/ Executive Director	FLSA STATUS: Exempt
<p>CLASS SUMMARY: Incumbents are responsible for developing, planning, implementing, evaluating, and administering major operational functions and/or programs. Duties include: designing and administering programs; facilitating, coordinating, and advising contractors/consultants through various phases of project completion; monitoring revenues and expenditures for District funds; preparing budget and financial reports; reviewing purchases and payroll expenses for compliance; preparing, maintaining, and providing budget controls; planning and facilitating department changes, projects, strategies, goals, and staffing needs; overseeing mandated programs; assisting principals with facilities; recruiting, training, supervising, and evaluating personnel; providing advice to cabinet, superintendency, and management review teams; maintaining and updating procedural compliance for all mandated programs and providing written guidelines and in-service training; designing and implementing needs assessments to establish quality improvement goals; planning, advising, and directing student assessment services; managing department resources; engaging in research and evaluation of school health services; developing curriculum documents in academic and nonacademic areas; designing and overseeing classes that support teacher implementation and training in curriculum areas; and, writing curriculum for various content areas and facilitating implementation.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Director is a stand-alone classification. The Director is distinguished from Assistant Superintendent/Executive Director, which has substantial interaction with the governing board providing advice and also participates in, and is recognized as part of, the superintendency.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	C5
2.	Designs, administers, and evaluates programs to include establishing priorities and implementing strategies to improve teaching, learning, systems, and department functions.	Daily	D6

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
3.	Facilitates, coordinates, and advises contractors and/or consultants through various phases of project completion to include reviewing plans and specifications, confirming District standard for design, and preparing budgets and legal contract documents.	Daily	C4
4.	Works with principals and administrators on human resource issues and policy development and procedures.	Daily	D6
5.	Participates with Governing Board Meet and Confer teams as assigned.	As needed	D6
6.	Monitors revenues and expenditures for District funds to include advising appropriate staff, preparing budget and financial reports, preparing, maintaining, and providing budget controls, and reviewing purchases and payroll expenses for compliance with federal, state, and District policies.	Daily	D6
7.	Manages department resources to include prioritizing programs and establishing and maintaining records, reports, and data.	Daily	D6
8.	Plans, advises, and directs student assessment services based on developed curriculum to include implementing secured state mandated testing and examining the reliability and validity of test scores.	Daily	D6
9.	Develops and writes curriculum and curriculum documents in academic and non-academic areas to include designing curricular programs, meeting with teachers to ensure that documents have been adopted, and supervising work teams.	Daily	C4

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10.	Ensures District compliance with Section 504 and IDEA requirements to include coordinating child find procedures and establishing procedures for parents and staff to access services.	Daily	D6
11.	Develops and administers a transportation program to meet requirements of daily instructional program and extra curricular activities to include developing efficient bus schedules.	Daily	D6
12.	Determines long term needs and outcomes by designing and implementing needs assessments to establish quality improvement goals to include determining strategies for achieving goals and identifying emerging technologies and industry trends.	Weekly	D6
13.	Plans and facilitates department changes, projects, strategies, goals, and staffing needs to include collecting and analyzing data, defining goals, establishing a course of action, implementing plan, and evaluating results.	Weekly	D6
14.	Oversees mandated programs to include managing and evaluating, problem solving and analysis, following guidelines and policies, updating procedural compliance, and providing in-service training.	Weekly	D6
15.	Designs and oversees classes that support teacher implementation and training in curriculum areas to include determining what and how often to hold classes and choosing instructors.	Weekly	D6
16.	Supports and assists principals, cabinet, superintendency, and management review teams with facilities, health issues, policies, designing change, implementing refinements, interviewing, training of new employees, problem solving, advice, and consistency for District-wide implementation.	Weekly	D6

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17.	Consults with legal counsel regarding federal and state requirements, and student and parent rights to include making decisions based on interpretations of Federal mandates and case law, which have significant fiscal implications for the District.	As needed	D6
18.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry): May vary depending on specific assignment.
 Knowledge of:

- Supervisory practices and techniques;
- Nursing concepts;
- Data management and interpretation;
- Personnel law including Americans With Disabilities Act;
- Curriculum review and development process;
- Specific content areas covered in K-12 public education;
- Research methods;
- Training techniques;
- District policies and procedures;
- Behavioral management techniques;
- Statistical analysis;
- Developmental psychology;
- Scheduling processes;
- Budgeting processes;
- Federal and State laws regarding program areas within Special Programs;
- State and Federal School Finance Laws;
- Generally Accepted Accounting Principles (GAAP);
- Facility operations;
- Safety programs.

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Skills (position requirements at entry): May vary depending on specific assignment.

Skill in:

- Using computers and related software;
- Building teams;
- Resolving conflicts;
- Facilitating meetings;
- Proposing documents;
- Speaking in public;
- Managing and supervising staff;
- Managing time;
- Organizing, collecting, and analyzing data;
- Designing and developing documents;
- Planning and coordinating logistics;
- Planning strategically;
- Collaborating independently;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in appropriate field related to area of assignment and three years experience as a manager; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry): May vary depending on specific assignment.

- Administrative Certification;
- State of Arizona Teaching Certificate;
- Arizona State Driver's License;
- Arizona State Special Education Certificate;
- Arizona State Principal Certification;
- School Psychologist Certification;
- State of Arizona Registered Nurse License;
- Level C Basic Life Support;
- First Aid Certificate.

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Physical Requirements:

Positions in this class typically require: crouching, reaching, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.

OR;

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

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