

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Strategic Initiatives and Allocations Program Manager

Department: Assistant Superintendent for Administration	Job Code: 1743
FLSA: Exempt	Salary Schedule: Mgmt 9
Reports To: Assistant Superintendent for Administration	Work Days: 245
Board Approved Date: July 7, 2015	Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for coordinating and implementing the District's strategic planning activities; school and department allocations and staffing plans; compiling statistical information for staff allocations, student enrollment projections, funding comparability reporting, class size calculations, and student master schedules; and coordinating with school and department leaders regarding staffing issues.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Serve as project manager for the District's strategic planning, implementation, monitoring and feedback activities by collecting and analyzing related data, and coordinating any committees, taskforces, or other leadership groups responsible for strategic planning activities.
2. Serve as project manager for annual allocation processes including school and department allocations, extended school day allocations, extended school year allocations, summer program allocations, and other supplemental services allocations.
3. Facilitate student and FTE projection calculations on a district-wide and school-by-school basis.
4. Evaluate the efficiency of student master schedules and recommend scheduling strategies based on the academic needs of the students being served and available resources
5. Monitor and analyze FTE and identified discrepancies between funding levels and allocations.
6. Develop and recommend strategies to coordinate the information needs and on-going maintenance and enhancements for the District's enterprise resource systems, student information systems, and local instructional improvement systems, as they relate to the District's allocation processes.
7. Monitor district and school level allocations, identify issues that require attention, and assist in making corrections as needed to balance allocations.
8. Assist with the layoff/recall, involuntary transfer, and reduction in force staffing processes as needed.
9. Develop and implement support tools for the District's allocation processes, including user guides, web-based help, training materials, and troubleshooting guides.
10. Manage the acquisition, storage, retrieval, distribution, and general use of data to support the District's allocation processes.
11. Develop and facilitate the delivery of training sessions, workshops, and seminars for schools and district personnel who are involved with the District's allocation processes.
12. Provide technical assistance and respond to stake holder correspondence, complaints, and inquiries regarding the District's allocation processes.
13. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to understand and interpret school board policies related to school and department staffing.
- Ability to understand and use a variety of systems to analyze data and make data-driven decisions.
- Strong analytical and modeling capabilities, including the interpretation of analysis/data to superintendent's staff.
- Strong relationship management skills, including partnering and consulting.
- Ability to communicate effectively, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

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EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's Degree from an accredited institution.
- Experience working in a district level or school based operation.

CERTIFICATES, LICENSES, & REGISTRATIONS: none

PREFERRED QUALIFICATIONS:

- Student master scheduling experience in a public school system
- Knowledge of the District's enterprise resource system, student information system, and local instructional improvement system
- Expertise in data analysis, statistical interpretation, and knowledge of state laws governing class size.

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

"X"

X	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.
	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
S	Bending	Lowering the body forward from the waist.
S	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
O	Reaching	Extending hand(s) and arm(s) in any direction
S	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to ____pounds of force

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S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to _____ pounds of force.
S	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to _____ pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
F	Grasping	Applying pressure to an object with the fingers and palm.
O	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	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.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

'X'

	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
	Respirator	The worker is required to wear a respirator.
	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
	Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.