

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Director, PLACE

Department: PLACE	Job Code: TBD
FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Schedule: MGMT 10
Reports To: Executive Director Support Services	Work Days: 245
Board Approved Date: November 18, 2014	Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for overseeing and directing the operations and staff of fee-supported before-and-after school enrichment program consistent with and supportive of the District's vision, mission and strategic goals. This includes leading, developing, coordinating, and administering all aspects of the District's before and after school enrichment programs efficiently and effectively.

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. Direct and coordinate, through subordinate supervisory personnel, activities related to all areas of the District's fee-supported enrichment programs to assure quality services are provided to meet student and family expectations.
2. Provide direction to and supervise assigned personnel, conduct annual performance appraisals, make recommendations for appropriate employment actions and oversee staff development training for staff.
3. Communicate and/or collaborate with parents, administrators, district personnel, and other stakeholders regarding program operations and processes to address or resolve potential issues/problems.
4. Plan and administer annual program budget, including review/approval of expenditures.
5. Monitor and align program policies and procedures to ensure overall fiscal responsibility and stability.
6. Oversee the development of the departmental improvement plan.
7. Develop and present related reports and analysis to aid in decision making.
8. Recommend fiscally responsible program and service modifications based on assessed needs.
9. Market and promote program services to increase enrollment.
10. Conduct and facilitate problem solving meetings with individuals and groups within the child care community.
11. Collaborate with other educational institutions and community agencies to enhance services.
12. Monitor and interpret related laws, regulations, and policies to ensure best practices.
13. Ensure compliance with applicable rules, regulations, and policies, including federal laws, state statutes, district policies, and collective bargaining agreements.
14. Participate in school advisory, business, and community groups and activities; serve on committees and councils; and develop community partnerships to support the District's vision, mission, goals and strategic priorities while serving the needs of the before and after school enrichment programs.
15. 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:

- Knowledge of trends, theory and practice in planning, research and evaluation of curriculum and project based learning as it related to the afterschool environment
- Knowledge of and ability to understand and interpret applicable policies, state statutes, and federal laws and guidelines, including Florida Statutes, School Board policy, and union agreements.
- Knowledge of and experience with before-and-after school program operation and financial reporting
- Ability to analyze data and use data driven decision making to facilitate effective programs
- Ability to establish and maintain a collaborative working relationship with all stakeholders
- Ability to communicate effectively with a variety of audiences, orally and in writing, including familiarity with electronic media communication platforms
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Knowledge of and experience with personal computers and programs, such as word processing programs, spreadsheets, databases, and other technology and software related to extended day enrichment programs.

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EDUCATION, TRAINING & EXPERIENCE:

- Master's Degree in Business Administration, Elementary Education or a related field from an accredited institution
- Seven (7) years of experience in child care, elementary education or related field
- Extensive supervisory experience

OR

- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

CERTIFICATES, LICENSES, & REGISTRATIONS:

- None

PREFERRED QUALIFICATIONS:

- Experience in project management and implementation
- Experience in marketing strategies

SUPERVISORY RESPONSIBILITY: Direct supervision of assigned PLACE personnel. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems; training employees; evaluating performance; promoting and transferring employees; interviewing, testing, hiring and assignment of personnel

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

<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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

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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.
S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
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.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	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. ThoseR activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.R
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.)

<input type="checkbox"/>	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.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	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.