



NEW:

07/12/2004

JOB TITLE:	DIRECTOR II
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS ALLOCATED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8425
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to and direct supervision of an organizational unit or program. Plans, organizes, and implements activities which typically affect an entire department or major activity; maintains contact with other units, departments, and outside the district on matters involving corrections, adjustments or problem resolution.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives and functions of the organizational unit
Initiates policy, formulates and recommends program goals and objectives as appropriate
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated amounts
Prepares required and special reports as requested
Provides effective leadership to implement performance evaluation procedures
Cooperates with Principals and/or other organizational units to implement common goals and objectives
Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment
Chairs and/or participates on committees and task forces as assigned
Assures effective implementation of district goals and objectives where applicable
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years successful experience in area of assignment
Certification/licensure in area of assignment where applicable
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Advanced preparation in area of assignment