



NEW:

07/12/2004

JOB TITLE:	DIRECTOR III
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	I I/IV, GRADE 12
WORK YEAR:	AS ALLOCATED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8448
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of an organizational unit, program or department; plans, organizes, and implements activities which may affect more than one organizational department or major activity; maintains contact with other departments internally and externally on routine matters where significant judgment is required.

#### 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

Advanced preparation in area of assignment