

DeKalb County School District

Position Specification

Title: Director, Allotments and Position Control

DIVISION: Finance

GRADE: 132

DEPARTMENT: Budget

WORK DAYS: 246

REPORTS TO: Executive Director, Budgets

FLSA STATUS: Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HR): May 1, 2021

General Statement of Job

Under limited supervision, develops, implements, and monitors the school-based budget process, position control, and the creation of school allotments, as well as assists in the planning and development of the annual process for efforts to maximize FTE earnings, ensure budgetary compliance, and facilitates support to other departments involved in this process.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none"> Collaborates with schools and divisions on the implementation of schedules to ensure that all schools are maximizing FTE
<ul style="list-style-type: none"> Oversees planning, implementation, and monitoring of the allotment process to ensure that all schools are within allotted budgets for staffing positions and to ensure efficient use of allotments
<ul style="list-style-type: none"> Directs and manages the position inventory control processes and procedures
<ul style="list-style-type: none"> Assists in the development of long and short-range objectives for the planning of schools in the district in terms of school staffing, innovation, FTE, class-size, schedules, and programs, and works with the support Divisions such as Operations, Curriculum, Accountability, and the HR department, as needed
<ul style="list-style-type: none"> Assists in the development of the budget process including development of the annual budget book and resource allocation methodology plan for schools
<ul style="list-style-type: none"> Assists with the planning, implementing, monitoring, and revision of the district strategic plans and procedures related to school allotments
<ul style="list-style-type: none"> Represents the department as designated relative to functions in the area school allotment issues
<ul style="list-style-type: none"> Identifies and develops processes to address the goals and objectives of school allotment and related budget item
<ul style="list-style-type: none"> Assists Principals and Leaders with the FTE or school allotment process
<ul style="list-style-type: none"> Communicates with staff and departments as it relates to all current state and federal guidelines on schools staffing and class size requirements

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<ul style="list-style-type: none"> • Ensures compliance with all budget-related rules, regulations, and legal requirements
<ul style="list-style-type: none"> • Attends all required training sessions and meetings related to assigned responsibilities
<ul style="list-style-type: none"> • Directs, organizes, implements, and administers special projects as directed
<ul style="list-style-type: none"> • Assists Divisions with the specialized school programs such as International Baccalaureate Program (IB); ensures appropriate development of these program budgets
<ul style="list-style-type: none"> • Assists in the development of policy manuals; collaborates with school choice peers to provide appropriate placement for students based on Board of Education policies and procedures
<ul style="list-style-type: none"> • Prepares reports for the district (SACs/AdvancED, Consolidation and Redistricting, transportation, and House Bill 251); develops and writes responses needed for inquiries from both internal and external stakeholders on a variety of school-based budget and staffing topics, as may be required
<ul style="list-style-type: none"> • Develops, implements, and utilizes effective customer service strategies to communicate with parents /stakeholders regarding student placement as directed by Board of Education policies as directed
<ul style="list-style-type: none"> • Conducts, researches and analyzes data; creates reports as needed related to school-based staffing and allotments
<ul style="list-style-type: none"> • Serves on district committees and initiatives to improve practices within the district
<ul style="list-style-type: none"> • Performs other duties as assigned

Education and/or Experience

- Master’s Degree from a Professional Standards Commission approved accredited college or university in Accounting, Finance, Business, or closely related field is required.
- Minimum five (5) years of progressive managerial/administrative level experience in budgeting and allotments or closely related field is required. Experience in school-based budgeting and public school finance in a school district is required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission (HR applies for SPL upon hire).

Certificates, Licenses, Permits

Certified Government Financial Manager (CGFM), Leadership Certification, Certified Public Finance Officer (CPFO), Association of School Business Officials (ASBO) Certified Administrator of Shool Finance and Operations (SFO) preferred.

Knowledge, Skills & Abilities:

Knowledge of the principles and practices of public administration and state government budgeting and accounting, especially budget preparation, budget execution, budgeting and spending, labor issues and efficiencies; policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources, regulations and guidelines, as well as state laws regulating local school systems, State Board of Education rules and regulations.

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Excellent communication skills, both written and verbal; strong decision-making ability, ERP experience, budget experience, proven performance, and resource management skills; strong computer and business solutions software skills, including Excel

Ability to direct and administer the programs and services of an educational and/or service organization; analyze and evaluate financial problems and to compile related financial data: establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; effectively lead, organize, and direct the work of others; design and implement short and long-range objectives; relate to a wide variety of people and to observe, listen, and provide leadership which results in the best possible work environment

ADA Requirements:

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.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must be able to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects with the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not

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compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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