

# DeKalb County School District Position Specification

Title: Director, School Options

<b>DIVISION</b>	Equity and Inclusion
<b>DEPARTMENT</b>	School Options
<b>REPORTS TO</b>	Executive Director of Student Assignment

<b>CLASSIFICATION</b>	Director	<b>LEVEL</b>	DIR
<b>CALENDAR</b>	12 Month	<b>FLSA</b>	Exempt
<b>RETIREMENT</b>	Teachers Retirement System	<b>APPROVED (HR)</b>	03/22/2013

## General Statement of Job

Under limited supervision, implements student placement process and monitors the related day-to-day operations, regulations, and requirements of magnet and theme schools.

## Specific Duties and Responsibilities

### Essential Functions:

The following duties are representative for 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.

Directs the operations for student placement in School Choice Programs (i.e., Charter, Coralwood, House Bill 251, International Baccalaureate, McNair Discovery, Magnet, Montessori, Theme, etc.).
Provides technical assistance to administrators and teachers by participating in conferences and parent meetings.
Facilitates magnet and theme school enrollment period and student selection/lottery procedures; manages the Gifted Program student eligibility process.
Communicates with parents and other constituents at regular intervals regarding procedures and guidelines related to magnet and theme school programs.
Prepares and monitors program budgets and daily operations of magnet and theme schools for compliance with established federal, state and school system regulations and procedures.
Recommends new/revised guidelines to comply with federal and state guidelines and to enhance instruction or student participation.
Manages the Professional Development Training Regarding the Gifted Program Endorsement Certification and the Student Eligibility Process.
Performs other duties as assigned.

**Education and/or Experience:**

Master's Degree in Education, Education Administration, Curriculum Development or closely related area is required.

Minimum of five (5) years classroom teaching, supervisory/managerial level school administration or closely related experience is required.

**Certificates, Licenses, Permits:**

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.

**Knowledge, Skills & Abilities:**

*May require:*

**Knowledge of** curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; school system policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment; student enrollment processes and procedures; Georgia Department of Education regulations pertinent to magnet and theme schools; and student and parent responsibilities and requirements for student attendance at a magnet and theme school in the DeKalb County School System

**Skill in** effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems; and organizational effectiveness

**Ability to** work efficiently under pressure; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

**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. Those activities in which one must 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 by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision, (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 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 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 precise directions relative to work 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.