Position Title:	Divisional Director
Payroll/Personnel Type:	12 Month
Reports to:	Associate Superintendent

Position Summary:

Perform the duties required to provide leadership, management and supervisory skills to ensure the delivery f services to students, teachers and administrators

Essential Functions:

- Develop, implement and maintain policies, procedures and the work environment that will assist employees as they perform their duties.
- Maintain adequate and trained staff to ensure the safe and timely delivery of services.
- Provide clear instructions and support for staff to assist them in performing assigned tasks.
- Develop, implement and maintain effective reporting procedures.
- Analyze problems and provide solutions to complaints and concerns.
- Prepare and issue contracts for services and make recommendations for approval.
- Monitor contractor compliance and take action on incidents of non-compliance.
- Prepare and submit annual budget.
- Review and approve vouchers and invoices.
- Monitor expenditures to ensure that budget is maintained.
- Evaluate staff and arrange for evaluation of programs.
- Performs other duties as assigned.

Experience:

- Minimum of ten years of experience

Education:

- Broad knowledge of an advanced discipline or other studies not available in undergraduate schools. Equivalent to a Master's Degree

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:
- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____   _____
Employee   Date   Immediate Supervisor   Date

_____
Human Resources   Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.