

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> BOT			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(2)(d), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Other <input type="checkbox"/>	
NAME OF AGENCY: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND		Organization Level: Current: 48901001000 Proposed:	
DIVISION/COMPARABLE: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND		Position Number: 48008001	FTE: 1.0
BUREAU/COMPARABLE: PRESIDENT'S OFFICE		Current Broadband Level Code: N/A	Current Class Title: PRESIDENT - FSDB
SECTION/SUBSECTION: PRESIDENT'S OFFICE		Proposed Broadband Level Code:	Proposed Class Title: Proposed Class Code:
HEADQUARTERS/COUNTY CODE: St. Augustine, St. Johns County - 55		Type of Transaction: UPDATE	
INCUMBENT:		APPROVAL AUTHORITY USE ONLY	
POSITION ATTRIBUTES: EEO: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input checked="" type="checkbox"/> 41		Broadband Level Code: N/A	Class Code: 9510
Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Approved By: NICOLE AMESBURY	
		Effective Date:	
		APPROVED BROADBAND OCCUPATION: N/A	
		APPROVED CLASS TITLE: PRESIDENT - FSDB	
1. This position reports directly to: Position Number <u>N/A</u> Board of Trustees Broadband Level Code <u>N/A</u> Broadband Occupation <u>N/A</u> Class Code <u>N/A</u> Class Title <u>BOARD OF TRUSTEES</u>			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
00-0000-0	DIRECTOR TRAINING & QUALITY ASSURANCE	9571	008003 St. Augustine
00-0000-0	ADMINISTRATOR OF BUSINESS SERVICES	9527	008004 St. Augustine
00-0000-0	DIRECTOR OF PUBLIC INFORMATION	9543	008062 St. Augustine
00-0000-0	ADMINISTRATOR OF RELATED SERVICES	9522	008101 St. Augustine
43-6011-5	EXECUTIVE ASSISTANT II - SES	0720	008255 St. Augustine
00-0000-0	ADMINISTRATOR OF INSTRUCTIONAL SERVICES	9520	008408 St. Augustine
00-0000-0	DIRECTOR OF HUMAN RESOURCES	9529	008439 St. Augustine
00-0000-0	EXECUTIVE DIRECTOR OF PARENT AND OUTREACH SERVICES	9541	008473 St. Augustine
00-0000-0	DIRECTOR OF TECHNOLOGY SERVICES	9542	008480 St. Augustine
00-0000-0	ADMINISTRATOR OF RESIDENTIAL SERVICES	9521	008517 St. Augustine
43-6011-5	EXECUTIVE ASSISTANT II - SES	0720	008601 St. Augustine
13-1111-4	LEGISLATION SPECIALIST - SES	0717	008645 St. Augustine
00-0000-0	DIRECTOR OF INTERPRETER SERVICES	9536	008730 St. Augustine
00-0000-0	DIRECTOR OF DEVELOPMENT	9545	008509 St. Augustine
3. What statutes establish or define the work performed? F.S. 1002.36			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

5. Current budget for which this position is accountable (if applicable): 489000000

Salaries & Benefits

O.P.S.

Expenses

F.C.O.

Data Processing

TOTAL ALLOTMENT

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time	Duties and Responsibilities
	This Position serves as the Chief Executive Officer of the Florida School for the Deaf and the Blind. The President serves as the chief administrative officer and educational leader of the Florida School for the Deaf and the Blind, under the direction of the Board of Trustees. Responsible for developing and implementing policies and procedures to achieve the school's mission of providing quality educational programs, boarding programs, and services for students of the deaf/hard of hearing, blind/visually impaired, and multi-handicapped students of the Florida School for the Deaf and the Blind. Works with the executive and legislative branches of government of the State of Florida to identify needs and provide resources to the school.
40%	Directs the operation of the school through the various program administrators and supervisors in order to provide a quality and efficient use of fiscal and human resources.
15%	President serves as the final authority on issues that require determination on budget, personnel, and programs.
10%	Interprets and carries out the policies and directives established by the FSDB Board of Trustees.
10%	Develops and recommends administrative organizations that provide efficient and effective service delivery system to the students and families served by the school.
10%	Recommends budgets and policy adoption to the Board of Trustees and communicates with the Board regarding policy issues.
5%	Directs the development of a master plan to maintain and enhance the physical facilities and grounds of the school in order to provide the optimum facilities and grounds to meet the needs of the students served by the school.
5%	Provides direction to designated staff toward funding opportunities outside the general revenue areas and assist in the development of strategies for private funds and grants for specialized projects.
5%	Maintain liaison with the Department of Education, School Districts, the Legislature and other appropriate agencies to enhance the operations and services of the school.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:

- Knowledge of organizational structures, budgets, human resource management, educational laws and rules, facilities management, student discipline, parent rights and responsibilities, residential programming, educational programming, finance and development, and political structures.
- Ability to coordinate a diverse staff, organize a system to serve a diverse population.
- Ability to initiate a personnel evaluation system at all levels.
- Ability to manage a large organization in an efficient manner.
- Ability to make decisions affecting the overall school program.
- Knowledge or willingness to become familiar with laws, rules, and regulations governing education in the State of Florida.
- Ability to plan, organize, coordinate, and assist in the daily operations of the school.
- Demonstrate the ability for good leadership and human relations skills.
- Ability and willingness to effectively interact with parents and students of FSDB.
- Ability and willingness to effectively interact with State and Federal agencies, schools and organizations.
- Demonstrated ability to lead a complex organization.
- Ability to demonstrate an advanced skill in sign language communication or willingness to obtain proficiency in accordance with Board of Trustee policy.

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
 Masters Degree in school administration, and five years experience in the administration of school programs for deaf/hard of hearing and/or blind/visually impaired students, and three years of classroom experience in the deaf/hard of hearing and/or blind/visually impaired students. Certification by or eligibility for State of Florida Hearing Impaired and/or Visually Impaired, and Administration, and Supervision or Educational Leadership is required

9. Other job-related requirements for this position:
 Incumbents of this position must attain the Sign Language Proficiency Interview (SLPI) level for sign communication of Advanced. Please see FSDB Operational Policy 1.24 for further information.

10. Working hours: (A) Daily from 8:00 to 4:30 (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

11. Agency Use Only –

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
Security Check: No security screen required Background investigation required Background & fingerprint required
Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
Sensitive Agency Security Check
Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):

Date:

Discussed with Employee: Yes No

Supervisor's Signature: /s/ Board of Trustees

Title: Board of Trustees

Date:

Approval of Reviewing Authority: (Div. Director, Agency Head or other)
/s/ Board of Trustees

Title: Board of Trustees

Date:

Approval of Agency Personnel Officer:

Title: Director of Human Resources

Date: