



CHARTER SCHOOL SUPERINTENDENT

Class Code:
CSA999999

Bargaining Unit: CONTRACT
EMPLOYEE

CITY OF CAPE CORAL
Established Date: April 14, 2009
Revision Date: May 1, 2020

SALARY RANGE

\$100,000.00 - \$130,000.00 Annually

GENERAL STATEMENT OF JOB:

Under the direction of the Charter School Authority Board, the Charter School Superintendent exercises independent judgement and initiative while complying with City, state and federal statutes, codes, ordinances, and regulations. The incumbent will report to the Board and have the right to participate in all discussions of the Board but will not be a voting member. The Charter School Superintendent will be the most senior employee of the Charter School Authority. Direct reports to the Charter School Superintendent include school principals and others, as deemed in the best interest of the school system.

The Charter School Superintendent exercises all powers and performs all duties as required to initiate and maintain the highest standards of operation for the Charter School System. The Charter School Superintendent recommends the establishment, organization and operation of such schools, classes and services as are needed to provide adequate educational opportunities for all children in the Charter School System. The Charter School Superintendent is responsible for directing the work of the personnel of the Cape Coral Charter Schools.

The Charter School Superintendent shall prepare an annual budget to be submitted to the Board for adoption and, when adopted, submit such budget by the required dates to the appropriate agencies or authorities as required. The Charter School Superintendent shall cooperate with federal, state, county and municipal agencies in the enforcement of laws and rules pertaining to all matters relating to education and child welfare.

SPECIFIC DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS

Service Delivery

- Direct the overall activities of planning, developing, coordinating, implementing and evaluating all Charter School services.
- Direct all activities related to the Charter School's learning delivery system and program management cycle.

- Initiate the development of programmatic goals and learning objectives on a Charter School-wide basis within the scope of School Board policy, administrative directives, assessed student needs, and operational constraints.
- Coordinate all reporting requirements.
- Direct and supervise the implementation of the Charter School's Pupil Progression Plan.
- Direct and supervise the implementation of the Charter School's Strategic Plan.

Inter-/Intra-Agency Communication and Delivery

- Maintain liaison with social, professional, civic, volunteer and other community agencies, and groups having an interest in the schools.
- Maintain good public relations with parents and community groups for dissemination of information and feedback.
- Provide leadership in interpreting the programs, philosophy, and policies of the Charter School to staff, students, and the community.
- Provide leadership in School Improvement and Accountability, in the development of school improvement plans at school sites and the implementation of the strategic plan.
- Maintain a close working relationship with Charter School employees, Board, and City of Cape Coral to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- Establish necessary procedures for referral and cooperative planning with other agencies.
- Maintain contact with other Charter Schools in Florida and other states to share and receive information on effective programs and practices.
- Respond to inquiries and concerns in a timely and professional manner.
- Keep Board members informed of potential problems or unusual events.
- Serve on District, state and community councils or committees as appropriate.
- Required to operate a motor vehicle in performance of assigned tasks.

Professional Growth and Improvement

- Keep informed about current research, trends, and best practices in all areas and disseminate information to appropriate personnel.
- Maintain a network of peer contacts through professional organizations.
- Maintain expertise to fulfill project goals and objectives.
- Attend training sessions, conferences, and workshops as appropriate to keep abreast of current practices, programs character education, and legal issues.

Systemic Functions

- Serve as liaison between the State Department of Education, the Lee County School Board and the Charter Schools in communicating and planning program requirements of the State statutes, State Board of Education rules and regulations, and mandated federal programs.
- Work cooperatively with the Charter School Executive Team (school principals and managers) in planning, organizing, developing, and evaluating the implementation of the system wide strategic plan of the Charter School.
- Provide leadership in the development of educational specifications for new facilities and equipment.

- Report on the status of curriculum and learning programs and services at the request of Board Members.
- Provide leadership in the preparation for and conducting of collective bargaining negotiations.
- Provide leadership in the development of policies and administrative guidelines.
- Prepare School Board meeting agendas.
- Coordinate annual performance appraisals and make recommendations for appropriate employment action on all personnel.
- Develop, recommend, and administer the Charter School budget.
- Provide leadership to the Charter School Superintendent's Executive team.
- Provide process and leadership in projecting FTE requirements.
- Assist in the selection of all administrative staff.
- Model characteristics of citizenship, character education per school rules and regulations, and literacy.
- Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Organization

- Implement the Charter School's goals and strategic commitment. Develop annual goals and objectives for the Charter School System.
- Exercise proactive leadership in promoting the vision and mission of the Charter Schools.
- Set high standards and expectations and promote professional growth for self and others.
- Provide overall leadership and appropriate resources for ongoing Charter School-wide curriculum development.
- Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services regarding planning, utilization of funds, delivering services, and evaluation of services provided.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.
- Establish and provide strategic leadership for a collaborative team to ensure that curriculum and learning development initiatives are student focused and aligned with the Charter School mission and beliefs, school goals and improvement plans.
- Provide leadership and assistance to school personnel in the use of assessment data for the improvement of instruction.
- Provide leadership in planning and acquiring appropriate teaching materials, textbooks and equipment.
- Maintain and provide leadership for Charter School System accreditations.
- Provide leadership for school improvement initiatives, and emerging, innovative and special programs.
- Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Performs related work as required.

MINIMUM QUALIFICATIONS :

- Masters' degree from an accredited college or university in Education, Public Administration, Finance, Business or a related field.
- Increasingly responsible professional management experience in an educational institution setting.
- Possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.
- Must hold Educational Leadership Certification.
- A PhD in Education from an accredited college or university is preferred.
- Previous Florida School System experience preferred.
- Charter School System experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of effective school operation concepts and principles.
- Knowledge of current research results and proven best practices in K-12 education.
- Knowledge of principles and concepts for continuous quality improvement in education.
- Knowledge of learning theory, program planning, curriculum development and management of instructional programs.
- Knowledge of statutory and regulatory requirements in areas of school budget and finance, educational facilities, and human resources.
- Extensive knowledge of advanced modern office support functions.
- Extensive knowledge of report and record maintenance principles and techniques.
- Extensive knowledge and interpretation of the Student Progression Plan.
- Thorough knowledge of principles and practices of effective administration, to include directing, planning, evaluating, and organizing.
- Thorough knowledge of business English, the application of such to a variety of formats and styles and editing principles and techniques.
- Skill in both written and oral communications for effective expression and clarity.
- Ability to supervise people.
- Ability to plan and present information to the public.
- Ability to facilitate various sized groups using facilitative leadership skills.
- Ability to quickly and objectively analyze situations and make decisions based on relevant information.
- Ability to understand the Course Code Directory and Florida Statutes.
- Ability to balance several job functions at one time and a heavy workload.
- Ability to work cooperatively with School Board members, school personnel, community and other departments and agencies. Good interpersonal and communication skills.
- Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
- Ability to represent the Charter Schools at state and regional functions.
- Ability to use computers, other electronic devices, office applications, and modern office equipment.
- Ability to assign and review the work of subordinate employees and to provide effective leadership at all times.
- Ability to establish and maintain working relationships with School Board, support staff and other City departments.

- Ability to relate to and apply consistent courtesy and tact in frequent contact with the general public, other agencies, the media, City Officials, etc.
- Ability to promote the Charter Schools and to network with other school Superintendents.
- Ability to attend evening and weekend Board meetings and other meetings as required.

REPORTS TO: Cape Coral Charter School Authority Board of Directors

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	10%
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
Grasping	Applying pressure to an object with the fingers and palm.	10%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%

Reaching	Extending hand(s) and arm(s) in any direction.	10%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	80%
Standing	Particularly for sustained periods of time.	20%
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%
Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.		



Charter School Superintendent

Class Code:
CSA999999

Bargaining Unit: CONTRACT EMPLOYEE

CITY OF CAPE CORAL
Established Date: Jun 1, 2010
Revision Date: May 9, 2017

SALARY RANGE

\$110,000.00 - \$130,000.00 Annually

GENERAL STATEMENT OF JOB:

Under the Direction of the Charter School Authority Board, the Charter School Superintendent exercises independent judgment and initiative while complying with City, state and federal statutes, codes, ordinances, and regulations. The incumbent will report to the Board and have the right to participate in all discussions of the Board, but will not be a voting member. The Charter School Superintendent will be the most senior employee of the Charter School Authority. Direct reports to the Charter School Superintendent include school principals and others, as deemed in the best interest of the school system.

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SPECIFIC DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS

Service Delivery

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Direct all activities related to the Charter School's learning delivery system and program management cycle.

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Coordinate all reporting requirements.

Direct and supervise the implementation of the Charter School's Pupil Progression Plan.

Direct and supervise the implementation of the Charter School's Strategic Plan.

Inter-/Intra-Agency Communication and Delivery

Maintain liaison with social, professional, civic, volunteer and other community agencies, and groups having an interest in the schools.

Maintain good public relations with parents and community groups for dissemination of information and feedback.

Provide leadership in interpreting the programs, philosophy, and policies of the Charter School to staff, students, and the community.

Provide leadership in School Improvement and Accountability, in the development of school improvement plans at school sites and the implementation of the strategic plan.

Maintain a close working relationship with Charter School employees, Board, and City of Cape Coral to ensure information exchange, coordination of efforts, and general support for the decision-making process.

Establish necessary procedures for referral and cooperative planning with other agencies.

Maintain contact with other Charter Schools in Florida and other states to share and receive information on effective programs and practices.

Respond to inquiries and concerns in a timely and professional manner.

Keep Board Members informed of potential problems or unusual events.

Serve on District, state, and community councils or committees as appropriate.

Required to operate a motor vehicle in performance of assigned tasks.

Professional Growth and Improvement

Keep informed about current research, trends, and best practices in all areas and disseminate information to appropriate personnel.

Maintain a network of peer contacts through professional organizations.

~~Keep informed about current research, trends, and best practices and disseminate information to appropriate personnel.~~

Maintain expertise to fulfill project goals and objectives.

Attend training sessions, conferences, and workshops as appropriate to keep abreast of current practices, programs character education, and legal issues.

Systemic Functions

Serve as liaison between the State Department of Education, the Lee County School Board

and the Charter Schools in communicating and planning program requirements of the state statutes, State Board of Education rules and regulations, and mandated federal programs.

Work cooperatively with the Charter School Executive Team (school principals and managers) in planning, organizing, developing, and evaluating the implementation of the system wide strategic plan of the Charter School.

Provide leadership in the development of educational specifications for new facilities and equipment.

Report on the status of curriculum and learning programs and services at the request of the Board Members.

Provide leadership in the preparation for and conducting of collective bargaining negotiations.

Provide leadership in the development of policies and administrative guidelines.

Prepare School Board meeting agendas.

Coordinate annual performance appraisals and make recommendations for appropriate employment action on all personnel.

Develop, recommend, and administer the Charter School budget.

Provide leadership to the Charter School Superintendent's Executive Team.

Provide process and leadership in projecting FTE requirements.

Assist in the selection of all administrative staff.

Model characteristics of citizenship, character education per school rules and regulations, and literacy.

Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

Implement the Charter School's goals and strategic commitment. Develop annual goals and objectives for the Charter School System.

Exercise proactive leadership in promoting the vision and mission of the Charter Schools.

Set high standards and expectations and promote professional growth for self and others.

Provide overall leadership and appropriate resources for ongoing Charter School-wide curriculum development.

Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services, and evaluation of services provided.

Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.

Establish and provide strategic leadership for a collaborative team to ensure that curriculum and learning development initiatives are student focused and aligned with the Charter School mission and beliefs, school goals and improvement plans.

Provide leadership and assistance to school personnel in the use of assessment data for the improvement of instruction.

Provide leadership in planning and acquiring appropriate teaching materials, textbooks and equipment.

Maintain and provide leadership for Charter School System accreditations.

Provide leadership for school improvement initiatives, and emerging, innovative, and special programs.

Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM QUALIFICATIONS:

- A Master's degree from an accredited college or university in Education, Public Administration, Finance, Business or a related field.
- Increasingly responsible professional management experience in an educational institution setting.
- Possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.
- Must hold Educational Leadership Certification

PREFERRED QUALIFICATIONS:

- A PhD in Education from an accredited college or university.
- Previous Florida School System experience
- Charter School System experience

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of effective school operation concepts and principles.

Knowledge of current research results and proven best practices in K-12 education.

Knowledge of principles and concepts for continuous quality improvement in education.

Knowledge of learning theory, program planning, curriculum development, and management of instructional programs.

Knowledge of statutory and regulatory requirements in areas of school budget and finance, educational facilities, and human resources.

Extensive knowledge of advanced modern office support functions.

Extensive knowledge of report and record maintenance principles and techniques.

Extensive knowledge and interpretation of the Student Progression Plan.

Thorough knowledge of principles and practices of effective administration, to include directing, planning, evaluating, and organizing.

Thorough knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Skill in both written and oral communications for effective expression and clarity.

Ability to supervise people.

Ability to plan and present information to the public.

Ability to facilitate various sized groups using facilitative leadership skills.

Ability to quickly and objectively analyze situations, and make decisions based on relevant information.

Ability to understand the Course Code Directory and Florida Statutes.

Ability to balance several job functions at one time and a heavy workload.

Ability to work cooperatively with School Board members, school personnel, community, and other departments and agencies. Good interpersonal and communication skills.

Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.

Ability to represent the Charter Schools at state and regional functions.

Ability to use computers, other electronic devices, office applications, and modern office equipment.

Ability to assign and review the work of subordinate employees and to provide effective leadership at all times.

Ability to establish and maintain working relationships with School Board, support staff and other City departments.

Ability to relate to and apply consistent courtesy and tact in frequent contact with the general public, other agencies, the media, City Officials, etc.

Ability to promote the Charter Schools and to network with other school Superintendents.

Ability to attend evening and weekend Board meetings and other meetings as required.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may

involve extended periods of time at a keyboard, with extended periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounts, permits, evidence, and reports.

Interpersonal Communication: Requires the ability to speak and/or write to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations that range from moderate to complex levels.

Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to coordinate accurate completion of multiple tasks within established time frames, i.e., moderate to long range planning principles and techniques.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English, both orally and in writing. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; and interpret plans and graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and in processing keyboard tasks.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Requires the ability to apply consistent tact and courtesy in frequent public contact. Must be able to perform under stress of deadlines.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.



The School District of Lee County

Job Description

JOB TITLE: Superintendent of Schools

FLSA STATUS:	Exempt	PAY GRADE:	Contract
SALARY SCHEDULE:	Administrator	JOB CODE:	106400
BARGAINING UNIT:	Non-bargaining	DAYS PER YEAR:	Contract
WORKER'S COMP CATEGORY:	9101 - All Other		

MAJOR FUNCTION:

Provide leadership in directing the administrative, instructional, and supportive staff toward planning, developing, and maintaining the best possible education programs and services.

MINIMUM QUALIFICATIONS:

- Master's degree or higher.
- Three (3) years of Highly Effective/Effective public school classroom teaching experience.
- Seven (7) years of progressively responsible public school administrative experience.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in administration, supervision, curriculum, business affairs, personnel management, and program evaluation.
- Oral and written communication skills.
- Ability to work with diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: The School Board of Lee County

ESSENTIAL JOB FUNCTIONS:

- Exercise the powers and authority assigned by the Constitution and the laws of Florida and perform such duties and exercises assigned to the Superintendent by law, regulations of the State Board of Education, and the rules and policies of the School Board of Lee County.
- Administer and supervise, directly and indirectly, all programs and services provided by the Board and see that the policies, rules, and directions of the Board are executed.
- Serve as secretary and executive officer of the School Board and advise and counsel with the Board on educational, administrative, and supportive service plans, problems, and needs; recommend to the Board for action such matters as should be acted upon.
- Recommend to the School Board for adoption such rules, policies, and standards as are needed to supplement the regulations of the State Board of



The School District of Lee County

Job Description

Education and as, in his/her opinion, will contribute to the more efficient operation of the District.

- Interpret the purposes, actions, and needs of the school system to the Board, staff, students, and public.
- Supervise and maintain a systematic evaluation of the educational, administrative, and supportive service needs in the District and develop a comprehensive annual and long-term plan for meeting those needs.
- Recommend the employment of staff as needed to implement the mission and goals of the School Board and supervise their assessments.
- Supervise the preparation and presentation of the annual budget, reflecting a structure program of action for meeting the needs of the school system as identified in the District's comprehensive educational plan.
- Perform such other tasks and assume such other responsibilities as may be required by the Board pursuant to its authority under law and the regulations of the State Board of Education.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed	10%



The School District of Lee County

Job Description

	for ordinary locomotion and maintenance of body equilibrium.	
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	10%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	80%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	20%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%



The School District of Lee County

Job Description

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

JDE NUMBER: S-21.01

BOARD ADOPTION: 4-20-76

REVISIONS: 5-19-87, 2-20-90, 1-22-19

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.