

Point Factor Listing

Induction Program Leader

Point Range: 945-1044

Position Factors

<p>1. Knowledge: Combined required minimum education/experience for competent performance</p>				
		Experience Range - Years		
Education	Up to 3	4-7	8+	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. B.S/B.A.	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	
<p>2. Human Relations Skills: All interpersonal skills required to produce the desired end result</p>				
Required skill level		*Organization Contact Level		
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4
*Definitions				
1 – Immediate workgroup		2 – Outside of immediate workgroup		
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties		
<p>3. Problem Solving: Thinking environment to perform job duties</p>				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				
<p>4. Decision Making Freedom: Freedom to take action</p>				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				
<p>5. Position Impact: Degree of job impact on the District</p>				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D2	C3	D	D	C