

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0379
Pay Grade: C44 09

FLSA: Exempt
Administrative

**EXECUTIVE DIRECTOR, PRE K-12 PHYSICAL EDUCATION, ATHLETICS,
DRIVERS EDUCATION & AND EXTRACURRICULAR ACTIVITIES**

REPORTS TO:

Executive Director, K-12 Core Curriculum

SUPERVISES:

Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Administration/Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Seven (7) years related professional experience in implementing or administering physical education, driver education, athletics, and extracurricular programs to include two (2) years administrative and/or supervisory experience. Demonstrated organizational and communication skills and knowledge of latest developments in related field. Must show evidence of working knowledge of the principals of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.

MAJOR FUNCTION

~~The Director is r~~ Responsible for the supervision, planning, organizing, coordinating, and communicating all aspects of the PreK-12 ~~curriculum, instruction, and assessment program in~~ physical education program, JROTC, and driver's education, athletics, and extracurricular activities in Pinellas County Schools. ~~as well as planning, organizing, coordinating, communicating and evaluating the district's extracurricular student activities programs.~~ The Director also ~~m~~ Monitors these programs for compliance with local, state, and national policies, rules, and regulations. Areas of responsibility include, but are not limited to, interscholastic athletics, cheerleading programs, high school academic teams, and various student clubs and organizations.

ESSENTIAL RESPONSIBILITIES

- Leads the research and development of curriculum, instruction and assessment services, and activities and product development related to physical education and drivers education
- ~~e~~Creates a seamless PreK-12 program in physical education
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups; serves as Curriculum Teaching & Learning Services connector
- Communicates budget needs to the Curriculum Teaching & Learning Services Team
- Develops educational specifications for new facilities; recommends and coordinates additions and changes to playground equipment, facilities, and site improvements; monitors safety to ensure compliance with codes and best practices
- Coordinates professional training for physical education and drivers education teachers including adapted Pphysical Eeducation add-on certification training
- Works with Professional Development ~~personnel~~ to provide inservice workshops for athletic personnel and staff involved in the extracurricular activities programs
- ~~Collaborates to ensure the hiring, placement, orientation, recognition, and career development of high performing physical education and drivers education teachers and physical education (PE) assistants and PE assistant substitutes; distributes PE assistant substitute list; coordinates transfers within the program; recommends placement of interns; recommends staffing models and assigns units in elementary schools~~

EXECUTIVE DIRECTOR, ~~PRE-K-12~~ PHYSICAL EDUCATION, ATHLETICS, ~~DRIVERS EDUCATION & AND~~ EXTRACURRICULAR ACTIVITIES

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"> • Participates in the selection of head coaches, activities coordinators, and athletic coordinators and evaluates their performance • Assists schools in securing appropriate instructional materials; • hHelps develop bids for physical education and drivers education supplies and equipment; • mManages dealership contracts, trade-ins, tag transfers, and car inspections; • eEstablishes and maintains curriculum material and equipment loan centers • Assists schools with articulation of the physical education program from grade to grade and level to level • Encourages schools to provide activities and opportunities to all students in compliance with appropriate regulating agencies, Ffederal, Sstate, and local laws, and School Board Policy • Monitors residence guardianships, grade point averages, and special attendance permits for high school and middle school in determining athletic and other activities eligibility; investigates violations • Establishes, implements, and monitors guidelines pertaining to fund raising activities, bookkeeping procedures and practices, and other business matters involving extracurricular activities including the approval of individual school athletic and other extracurricular activity budgets and controls related expenditures • Develops parameters for and oversees the scheduling of school extracurricular activities districtwide, particularly athletic events; • aApproves student contests at all school levels and coordinates transportation needs of athletic teams and contest participants; arranges for meals and lodging as needed • Develops specifications and bid requests for athletic team uniforms and equipment; reviews bids, selects or recommends vendors, and issues related purchase orders. Also meets with athletic equipment vendors as needed • Serves as school district liaison with the Florida High School Activities <u>Athletics</u> Association (FHSA), the Pinellas County Athletic Conference, and various athletic officials' organizations • Directs and coordinates the management and organization of external functions utilizing Board-owned athletic stadium facilities including the coordination of crowd management procedures at athletic events with law enforcement agencies • Responsible for annual review of Athletic Policy and Guidebook • Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 6/06 AK; BOARD APPROVED: 6/20/06; REVISE TITLE, PAY GRADE, MF, ER, ADA, 3/13 LM; BOARD APPROVED:</p>

EXECUTIVE DIRECTOR, PRE-K-12 PHYSICAL EDUCATION, ATHLETICS, DRIVERS EDUCATION & AND EXTRACURRICULAR ACTIVITIES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Director, Pre-K-12 Physical Education, Athletics, Drivers Education & and Extracurricular Activities – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6884
Pay Grade: ~~C07~~ E07

FLSA: -Exempt
PTS

NETWORK ADMINISTRATOR

REPORTS TO:

Director, Network and Telecommunications

SUPERVISES:

Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Computer Science or a related field, plus five (5) years progressively responsible experience in ~~an IBM or comparable enterprise class network environment including the design, implementation, and support of WAN/LAN and wireless systems experience. working with major operating system and subsystem software development, to include data base management and knowledge of Microsoft internet information server (IIS) and SQL. Demonstrated knowledge and experience with NT servers and enterprise networks and related hardware and software; or Demonstrated knowledge of working with and configuring major switching, routing, border gateway, and firewall systems in a multi-protocol environment, or an equivalent combination of education, training, and related Pinellas County School Board experience.~~

PREFERRED:

A Cisco Certified Network Associate (CCNA) Certificate or greater Cisco Certified Networking Professional (CCNP) Certificate.

MAJOR FUNCTION

Performs highly complex technical and analytical work in the design, installation, documentation, support, and maintenance of districtwide networks and associated applications. ~~Anticipates future growth requirements and designs systems with appropriate capacity. Responsible for the daily management and integrity of all network systems. Provides guidance to applications personnel in the use and design of systems software, linkage to application programs, servers and to minimize the impact of such systems on the networks.~~

ESSENTIAL RESPONSIBILITIES

- Provides communications network administration, including design, implementation, and use of network software to design network architecture, test communications links, and troubleshoot communication link failures
- Provides overall technical responsibility for network and districtwide applications with in-depth knowledge of a wide variety of communications hardware and software
- Designs, installs, maintains, and documents infrastructure including ~~servers~~ switches, routers, ~~hubs,~~ firewalls, intrusion detection/prevention systems as well as ~~and wiring and physical infrastructure~~
- Oversees network/computer resources and installation of new equipment
- Administers the testing and analysis of all components of network facilities to ensure operational status
- Responsible for and supports a variety of district applications.
- Provides site design and client support
- Supervises and monitors the wide area network services contract
- Participates in the research, design, installation, and operation of the district, LAN, WAN, routers, multi-layer switches, and wireless networks
- Designs, installs, and provides ongoing support for the district network security infrastructure including firewalls, VPNs, system patching, and managed anti-virus systems

NETWORK ADMINISTRATOR

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Provides management and maintenance on network servers and applications on various platforms as it applies to the district network• Provides technology assistance to customers via e-mail, telephone, and in person throughout the district• Creates, maintains, and manages appropriate online documentation resources• Works with other members of the Management <u>Technology and</u> Information Systems (MTIS) Team in resolving complex issues• Maintains technical data on state-of-the-art systems or applications software and computer equipment; applies knowledge, as applicable, in making recommendations to management and/or users for new systems or modifications to existing systems• Provides or assures that technical guidance and resources are available to team members when necessary• Researches, evaluates, and recommends changes in hardware, software, data communications, and techniques that contribute to more effective automated systems capabilities• Serves as team leader/project leader in the development and implementation of complex computer system projects• Prepares and manages team prioritization, project tracking, and resource allocation• Performs <u>other</u> related duties as assigned <u>work as required</u>
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 1/08 AK; BOARD APPROVED: 2/12/08. REVISED FORMAT, SALARY SCHEDULE, QUALIFICATIONS, MF, ER ADA, 3/13 LM; BOARD APPROVED:

NETWORK ADMINISTRATOR

WORKING CONDITIONS PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Network Administrator – PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6446
Pay Grade: G E06

FLSA: Exempt
PTS

SUPERVISOR MANAGING OFFICER, PAYROLL OPERATIONS

REPORTS TO:

Associate Superintendent, Finance and Business Services

SUPERVISES:

Financial Reporting Analyst
Payroll Analyst
Support Staff

QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, or Business Administration with a major in Accounting/Finance. Five (5) years progressively responsible experience in payroll, accounting, or financial reporting. Demonstrated computer skills with emphasis on personal computers and related software.

PREFERRED:

Two (2) years supervisory experience.

MAJOR FUNCTION

Performs technical, professional, and supervisory duties in the operation of the Payroll department. Also responsible for reconciliation and reporting of financial data.

ESSENTIAL RESPONSIBILITIES

- Supervises the operations of the Payroll Department
- Works in correlation with the budget and accounting departments and other district departments as needed
- Develops, prepares, and monitors payroll reporting to outside agencies such as the Internal Revenue Service and the State Division of Retirement
- Advises staff and resolves payroll processing problems
- Trains school and department staff in the use of payroll online reporting
- Sets up tax tables, pay types, and runs definitions and calendars via computer programs
- Monitors payroll system functions
- Provides reports and/or data as requested from departments, including but not limited to: compensation, unemployment, subpoenas, public records requests, wage and salary loss, and earning history
- Recommends and implements policies and procedures as directed
- Assesses computer and training needs of the Department
- Researches and configures payroll personal computer applications
- Performs other related work as required

SUPERVISOR MANAGING OFFICER, PAYROLL OPERATIONS

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/00; BOARD APPROVED: 6/13/00; REVISED FORMAT, SALARY SCHEDULE, TITLE, ER, ADA, 3/13 LM, BOARD APPROVED:

SUPERVISOR MANAGING OFFICER, PAYROLL OPERATIONS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor Managing Officer, Payroll Operations— PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6029
Pay Grade: G E05

FLSA: Exempt
PTS

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Graduation from a standard high school or possession of a GED. Six (6) years experience in executive secretarial work. Successful completion of PCSB Secretary IV Test (typing-60 wpm). ~~Demonstrated ability to take dictation and transcribe.~~ Demonstrated proficiency in computer literacy. Demonstrated knowledge of Microsoft Word, Excel, OUTLOOK and the TERMS system.

PREFERRED:

Minimum of two (2) years Postsecondary ~~Secondary~~ Education. Business education courses and management training.

MAJOR FUNCTION

Performs highly responsible complex duties as a confidential assistant in relieving the Superintendent of administrative and operational details of his office. Works independently within the scope of established laws, rules, regulations, and procedures, and applies knowledge of departmental organization, programs, and goals of the school system to achieve daily tasks. Direction is received from the Superintendent who confers with the employee on unusual or complex administrative and technical problems.

ESSENTIAL RESPONSIBILITIES

- Manages the operations of the Superintendent's office
- ~~Acts~~ Serves as liaison between the Superintendent and staff, departments, School Board, and public community, business, and governmental entities
- ~~Receives, screens, opens,~~ sorts, distributes, and acknowledges correspondence
- ~~r~~Receives and screens calls and answers inquiries
- Handles incoming correspondence, both personal and confidential
- Initiates and composes correspondence of a routine and/or complex nature and handles non-routine matters, as required
- Makes decisions based on established procedures and practices and handles administrative details independently
- Makes all arrangements for School Board meetings, including preparation of Agenda and compilation of pertinent material for distribution to Board members, staff, and media
- Coordinates meetings, conferences, speaking engagements, and appointments for the Superintendent
- ~~As assigned, a~~Attends Board and Executive meetings, as assigned, to gain knowledge of issues problems, projects, and plans of the Superintendent and to follow through on all requests made up recommended and approved by the Superintendent
- ~~Takes and transcribes dictation; p~~Prepares records, reports, and department budget requests; maintains a comprehensive filing system
- Applies knowledge of School Board and system operations and functions as related to informational requests
- Reports regularly to the superintendent any developments or issues within the school system which may require the Superintendent's awareness or action
- Establishes and maintains effective relationships with the public, media, and officials

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

ESSENTIAL RESPONSIBILITIES

- Maintains and balances budget for the Superintendent's office
- ~~May utilize computer terminal and/or microcomputer for activities such as data entry/retrieval, word processing, and generation of reports~~
- Utilizes advanced technology devices and applications in maintaining the Office of the Superintendent
- Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations, and/or preparing information
- Prepares, maintains, and reviews records and reports for accuracy and completeness
- Maintains thorough knowledge of school district policies and procedures
- Maintains complex confidential files and records of office correspondence, documents, reports and other material, to include personnel records, for the Superintendent
- Prepares Electronic Board Book
- Performs other related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/78; REVISED: 6/79 SSN; REVISED: 3/82; REVISED: 9/86 RW; BOARD APPROVED: 9/24/86; FORMAT REVISED: 3/88; REVISED: (TITLE) 8/90; BOARD APPROVED: 8/22/90; REVISED: 6/91 BMP (D&R ONLY); REVISED: (TITLE) 4/02, REVISED (D & R/MQ's): 10/02 PBL; BOARD APPROVED: 11/12/02; REVISED FORMAT, TITLE, QUALS, ER, ADA 3/13, LM; BOARD APPROVED:

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Administrative Secretary to the Superintendent – PTS