



PROPOSED ORGANIZATIONAL CHANGES

Superintendent of Schools

Associate Superintendent, of Teaching and Learning

Associate Superintendent, Student and Community Support Services

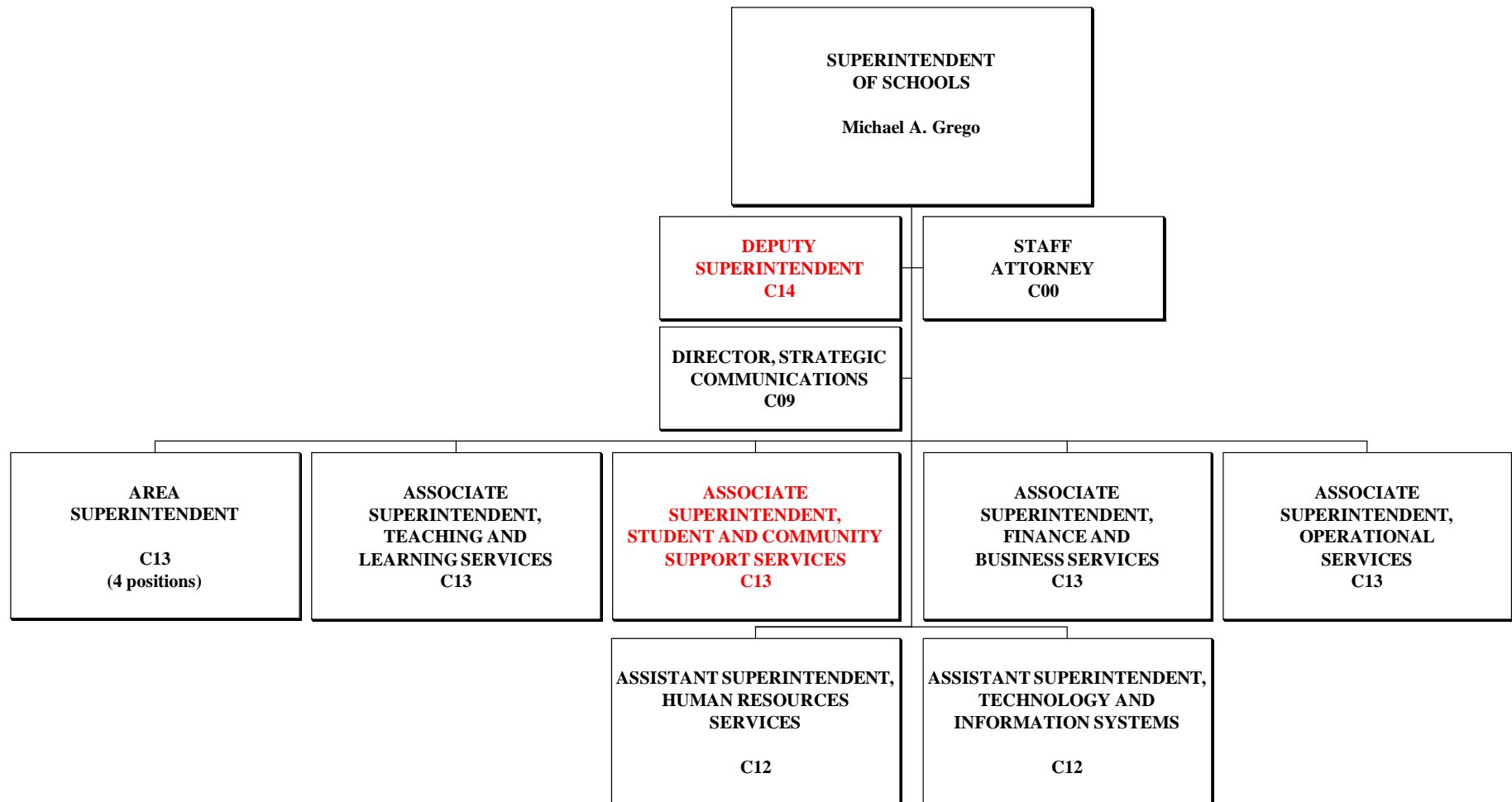
Effective April 24, 2013

RED Titles indicate new positions

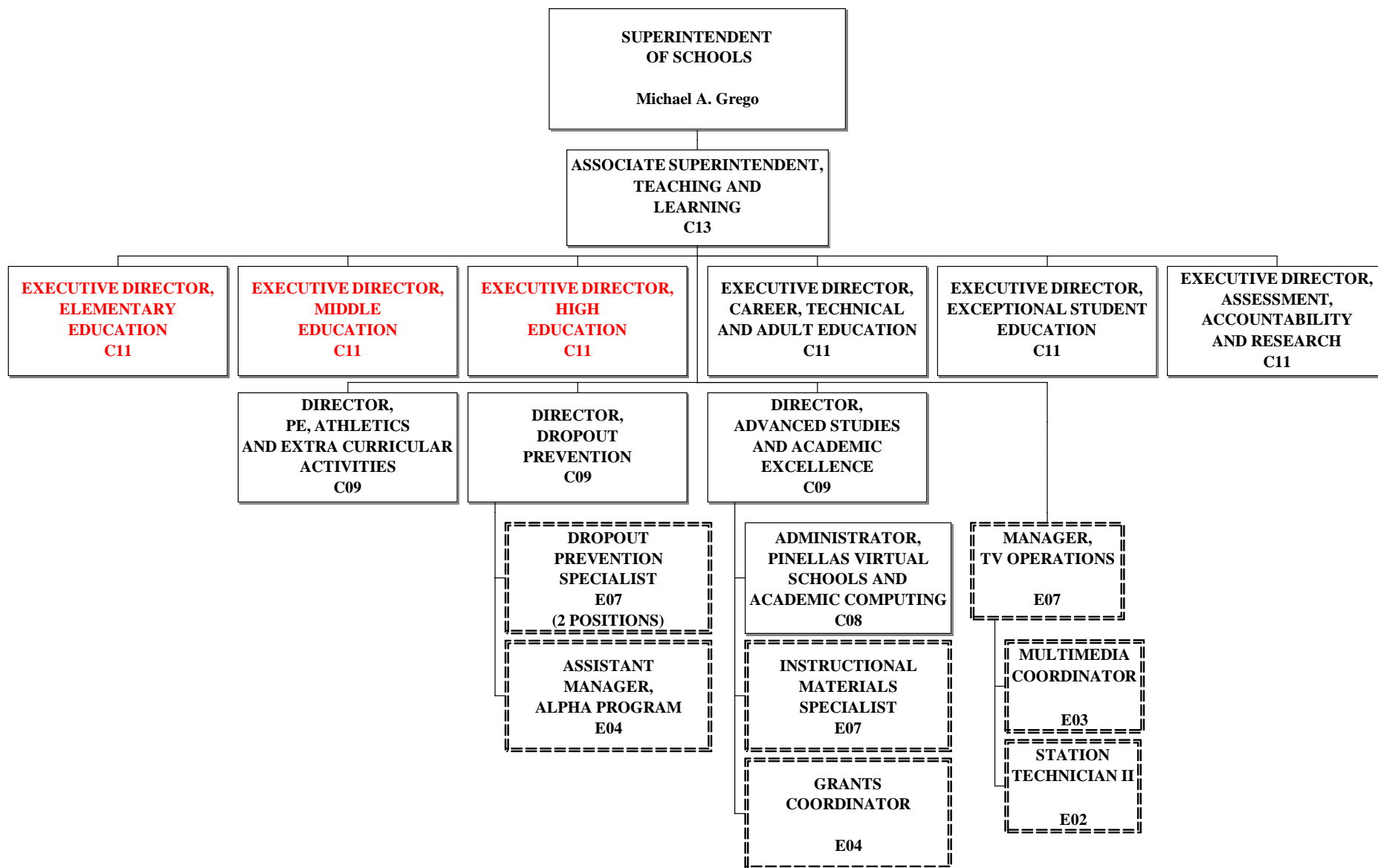
 Solid Boxes Indicate Administrators

 Dashed Boxes Indicate P/T/S

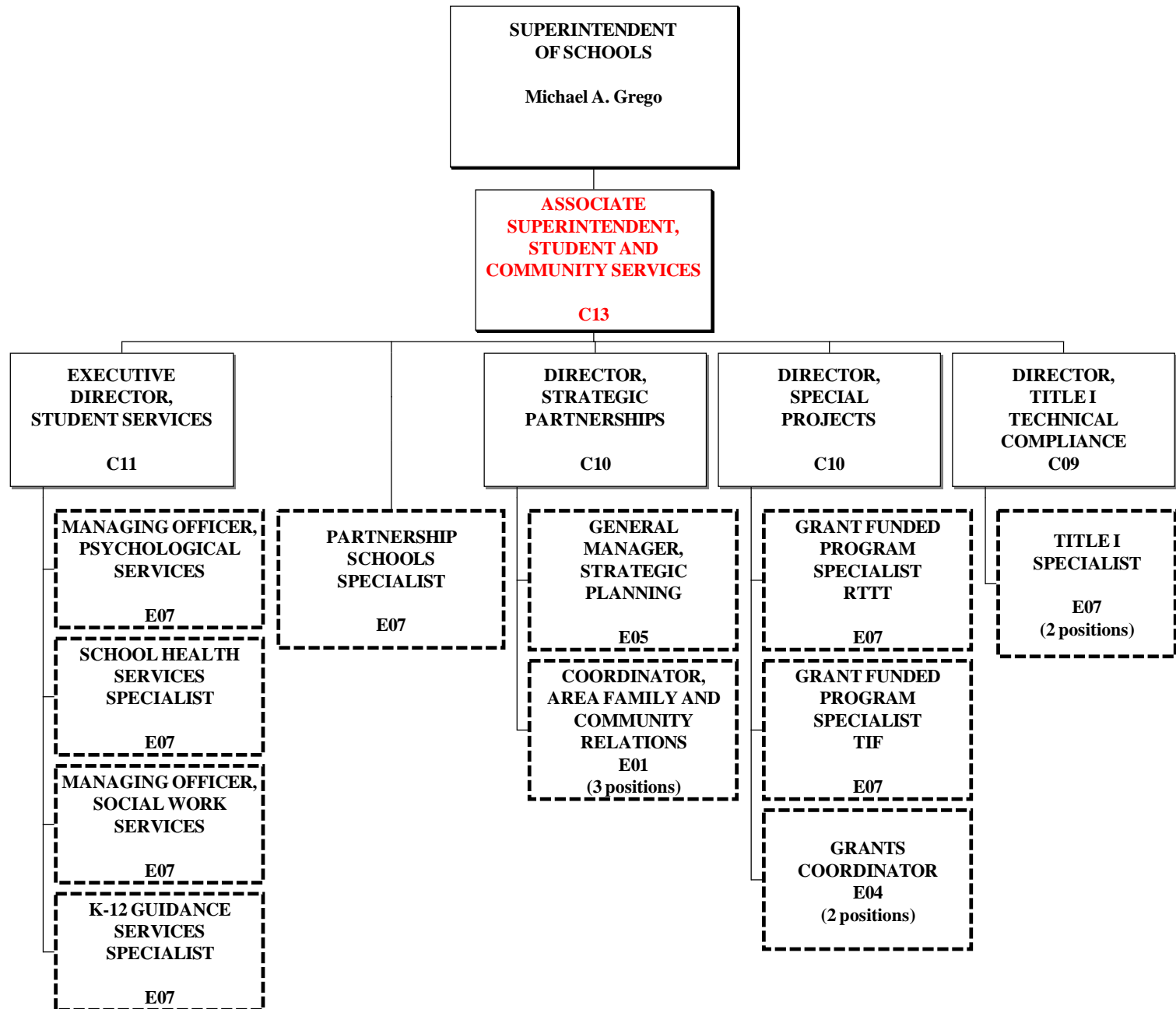
SUPERINTENDENT OF SCHOOLS



ASSOCIATE SUPERINTENDENT, TEACHING AND LEARNING



ASSOCIATE SUPERINTENDENT, STUDENT AND COMMUNITY SERVICES



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C14

FLSA: Exempt
Administrative

DEPUTY SUPERINTENDENT

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university. At least five (5) years of leadership experience at the district and/or school level in an administrative capacity. Must show evidence of working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.

PREFERRED:

Doctorate degree from an accredited college or university. Certification in Administration/Supervision at the elementary and/or secondary level, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education.

MAJOR FUNCTION

Serves as Acting Superintendent in the absence of the Superintendent; assumes all the duties and responsibilities of the Superintendent. Serves as a staff officer to the Superintendent, including, but not limited to, keeping the superintendent informed as to all financial, information services, facilities, operational, and personnel issues, and status of the school system. Provides advice as to the appropriate use of all resources of the district; recommends changes in policy and practice; and assists in the preparation of agenda for Board meetings. Directs activities of the district to be in compliance with law, policy, and regulations in a manner that ensures the optimal use of district assets.

ESSENTIAL RESPONSIBILITIES

- Serves as Acting Superintendent in the absence of the Superintendent; assumes all the duties and responsibilities of the Superintendent
- Act as Chief of Staff to organize staff functions and monitor progress whether solely in a division or jointly among divisions
- Disseminates information in order to accomplish the district's goals
- Coordinates and manages the financial, information services, facilities, and operational activities of the district
- Advises and counsels with the Superintendent on all areas of responsibility and recommends action
- Recommends to the Superintendent policies pertaining to the district school system as necessary for the most efficient operation
- Assists in the preparation of the School Board meeting agenda, preparing related actions items of routine and priority nature, as well as timely reports
- Recommends to the Superintendent plans for contracting, receiving, purchasing, acquiring by condemnation, leasing, selling, holding, transmitting, and conveying title to real property and personal property
- Supervises the assembling of data, studies, and surveys essential to the development of a more efficient and effective School District
- Recommends resulting programs to the Superintendent as the basis for operation within the Pinellas County School District
- Recommends the establishment, organization, and operation of services as are needed to provide adequate services for all children in the district

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"> • Oversees the development of fiscal/school year calendars for the operations of the district • Recommends policies and procedures for the closing of any or all schools/facilities in the event of an emergency • Recommends to the Superintendent the proper policies and procedures for the attendance and control of pupils at school and for the proper attention to health, safety, and other matters which will best promote the welfare of children These areas include but are not limited to: <ul style="list-style-type: none"> ➤ Admitting, classifying, promoting, transporting, and graduating pupils to or from various schools in the district ➤ Enforcement of all laws and regulations ➤ Employment of qualified employees ➤ Control, discipline, suspension, and expulsion of pupils ➤ Staff duties and responsibilities, which need to be performed and positions which need to be filled ➤ Minimum qualifications of personnel for these various positions ➤ Nominations for reappointment ➤ Adoption of a salary schedule or salary schedules to be used as the basis for paying district employees • Recommends to the Superintendent a districtwide facilities program including construction, refurbishing, land acquisition, financing, and cost controls • Oversees the development of annual staffing plans and district budgets • Recommends to the Superintendent necessary revenue sources, availability, and options • Ensures accurate accounting for all district funds • Recommends to the Superintendent policies and procedures related to appropriate and compliant retention • Coordinates and facilitates communications with federal, state, county, and local agencies and stakeholders of the district • Recommends to the Superintendent procedures whereby stakeholders are adequately informed of the educational programs, needs, and objectives of public education within the district • Recommends procedures for implementing and maintaining a system of school improvement and education accountability as provided by statute and state rules • Provides outstanding customer service and use of positive interpersonal communicational skills • Ensures compliance with Board rules and applicable federal laws and regulations • 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 2/28/13, LM; BOARD APPROVED:</p>

DEPUTY 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				

Deputy Superintendent – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C13

FLSA: Exempt
Administrative

ASSOCIATE SUPERINTENDENT, STUDENT AND COMMUNITY SUPPORT SERVICES

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Executive Director, Student Services
Director, Partnership Schools
Director, Strategic Partnerships
Director, Special Projects
Director, Title I
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Administration and Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Five (5) years related professional experience. Three (3) years educational administrative/supervisory experience. Demonstrated organizational and communication skills. Must show evidence of working knowledge of the principles 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 Associate Superintendent, Community and Student Support Services performs a variety of supervisory and administrative tasks in developing, directing, and overseeing the day-to-day operations of the Community and Student Support Services Division including translating the district's educational philosophy, goals, and objectives into active terms that directly benefit students. Is responsible for the administration of the division's departments including the supervision of its personnel, functions, goal setting, communicating, and decision-making while coordinating the delivery of community and student support to the PreK-Adult curriculum. This position works directly with all other Associate Superintendents and Area Superintendents to develop systematic approaches to evaluate and improve community and student support to determine the most effective means of closing the achievement gaps and increasing student achievement for every student in a safe learning environment. Vested with the authority of the Superintendent to resolve issues related to the day-to-day operations of the Division of Student and Community Support Services.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates, and monitors the alignment of student and community support services in the accomplishment of district goals and School Improvement Plans
- Provides leadership and direction for the development and implementation of strategic plans within the division aligned with and supportive of the district strategic plan
- Interprets impact of legislation, state board rule, and policy as it relates to all support services
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement activities to assist school personnel in analyzing data for continuous improvement of student achievement
- Represents the division on the Superintendent's cabinet, serves on community boards as requested, and acts as liaison with community groups, parents, colleges, universities, and other agencies

ASSOCIATE SUPERINTENDENT, STUDENT AND COMMUNITY SUPPORT SERVICES

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Communicates budget parameters from various funding allocations, Florida Education Finance Program (FEFP) alignment information, and legislative mandates• Develops division's annual budget; provides input for school staffing models• Participates in FTE projections, student assignment, and represents division in planning capital outlay projects• Develops and monitors program processes and services based on data and the needs of students, teachers, administrators, families, businesses, and community• Solicits and monitors customer satisfaction results and provides leadership in the evaluation and modification of programs through advisory committees and other groups• Provides direction for the improvement of student achievement system-wide in grades PreK–Adult• Develops, organizes, and implements models of technical assistance for schools with low student achievement• Develops, organizes, and implements model programs and practices for schools with average to high student achievement including acceleration mechanisms• Develops, organizes, and implements models of Multi-Tiered Systems of Support and/or Response To Intervention• Works with Florida Department of Education (FLDOE) and the United States Department of Education (USDOE), as needed• Works collaboratively with Area Superintendents, school system departments, community agencies, local universities, research laboratories, and all other stakeholders• Maintains contact with other school systems to share ideas and information• Represents the Superintendent, upon request• Attends professional meetings (national, state, and local) to keep informed on current developments as they pertain to the division• 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
ISSUED: 3/01/13 LM; BOARD APPROVED:

ASSOCIATE SUPERINTENDENT, STUDENT AND COMMUNITY SUPPORT SERVICES

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				

Associate Superintendent, Student and Community Support Services – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0125
Pay Grade: C12

FLSA: Exempt
Administrative

CHIEF OF ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES

REPORTS TO:

~~Associate Superintendent, Operational Services~~ Superintendent of Schools

SUPERVISES:

Director, Human Resources
Director, Professional Development
Director, Employee Benefits, Health and Risk Management
Office of Professional Standards
Office of Equal Opportunity
Senior Compensation Analyst
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university in the area of educational administration and supervision, educational leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of administrative experience in a school-based or district office assignment at the level of principal or higher.

OR

Bachelor's degree from an accredited college or university in human resource management or a related field and five (5) years of recent senior level management experience in the field of human resources with a large organization or governmental institution having 500+ employees. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.

PREFERRED:

Juris Doctorate degree, Master's in Business Administration, Doctorate in Business Administration, or Doctorate in Education. Three (3) years or more of successful senior level management experience in a school personnel or human resources department.

MAJOR FUNCTION

~~Chief of Assistant Superintendent, Human Resources Services~~ provides service pertaining to administrative, instructional, supporting services, and applicants from initial contact/recruitment through the hiring process and to retirement. Provides synchronization in all matters of collective bargaining and labor relations. Responsible for the overall coordination and management of Human Resources including Equal Opportunity, Office of Professional Standards, Employee Relations, Compensation, Professional Development, and Risk Management and Insurance. Provides direction to the Human Resources Department, with major objectives of attracting, and retaining qualified personnel, providing competitive salary, encouraging professional development through appropriate training programs, and maintaining good personnel relations.

ESSENTIAL RESPONSIBILITIES

- Represents all areas of Human Resources on the Superintendent's Cabinet
- Represents the School Board of Pinellas County in labor relations activities to include collective bargaining, grievance processing, presentation of arbitration cases, presentation of special master proceedings, and consultation with labor units on proposed changes in wages, hours, or terms, and conditions of employment

CHIEF OF ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES

ESSENTIAL RESPONSIBILITIES (Continued)

- Prepares training components for all administrators on labor relations issues
- Provides contract interpretation to all other divisions on matters relating to personnel actions and changes affecting bargaining unit personnel
- Provides leadership and overall direction to the Human Resources and Risk Management teams in developing and implementing goals, objectives, policies, and procedures
- Oversees activities pertaining to employee compensation
- Serves as a member of the Administrative Prescreening/Interviewing Committee
- Develops and manages District Staffing Plan including career and succession planning
- Coordinates all district management development activities including administrative training and development and Targeted Selection Interviewing
- Coordinates the preparation of the Personnel Board List and the development of Board agenda items pertinent to areas of responsibility
- Serves on the Budget Steering Committee
- Works with management team in the development of departmental annual budgets
- Provides timely responses to a variety of inquiries received by the Superintendent and the Board throughout the school year
- Coordinates the development and distribution of the teacher, student, and personnel calendars
- Directs the district's employee relations program
- Develops, implements, and monitors the District Affirmative Action/Equal Opportunity Plan
- Develops, maintains, and audits the district's Education Equity Plan
- Develops policies (subject to approval) for compliance with applicable equal employment and equal education laws; communicates related policies
- Serves as liaison between the school district and government enforcement agencies
- Acts as a liaison with community organizations to communicate the Affirmative Action Plan, Human Resources Initiatives, and the District Strategic Plan
- Oversees the activities of employee recruitment, placement, orientation, transfers, evaluations, terminations, retirements, and records including specialized hiring such as contracted services, additional duty, hourly instructional, substitutes, supplements, and extended school year
- Performs other related duties 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: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 6/96 PBL, TITLE BOARD APPROVED: 6/96; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 8/99 PBL; BOARD APPROVED: 8/99; D&R REVISED: 11/05 AK; REACTIVATE TITLE; REVISED MF and D&R: 7/10; LM, BOARD APPROVED: 7/27/10; REVISED FORMAT, TITLE, MF, ER, ADA; 5/12, LM; BOARD APPROVED: 6/12/12 REVISED TITLE 3/13, LM; BOARD APPROVED:

CHIEF OF ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES

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					
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Chief Of Assistant Superintendent, Human Resources Services – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0133
Pay Grade: C12

FLSA: Exempt
Administrative

CHIEF OF ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Director, Operations and User Support
Director, Network and Telecommunications
Director, Application Support and Development
Senior User Support Analyst (RTTT)
Support Staff

QUALIFICATIONS:

Graduation from an accredited college or university with a degree in computer science with coursework in computer sciences, information management, or a related area of study; or business and industry experience in the field of technology systems, technology systems integration, or information systems; or demonstrated experience in business or industry leading or managing technology information services.

PREFERRED:

Prior successful management and leadership skills desired. Experience with multiple operating systems, software packages, and/or open source environments.

MAJOR FUNCTION

Performs administrative work directing major data processing and information systems activities for the Pinellas County School System. Is responsible for providing productivity improvements in all functional activities through enhanced systems and software capability. Provides support for improving organizational efficiency through improved methods, techniques, and better utilization of resources. Organizes overall data processing and information systems resources to provide efficient and effective services to the school system. Provides technology guidance to the Superintendent and the school system.

ESSENTIAL RESPONSIBILITIES

- Develops and implements long-range technology and information systems plans
- Develops and implements a comprehensive hardware, software, communication, and database strategy placing major focus on reliability, availability, and serviceability leading to efficient and effective systems and services
- Manages personnel, administrative, and data processing technology and information systems activities
- Provides an architecturally coherent path for end users, systems, and applications
- Provides district representation on various state and national management technology and information committees
- Directs the work of department administrators and supervisors and their respective functions ensuring that activities assigned are completed in the most competent, effective, and efficient manner
- Identifies potential areas of improvement that can be achieved by new systems and modification of existing systems
- Develops plans and budgets for technology and information systems and data processing activities and measures, tracks, and meets those plans

CHIEF OF ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

ESSENTIAL RESPONSIBILITIES (Continued)

- Recruits outstanding personnel for placement within the technology and information systems function and provides ongoing development for employees
- Applies cost/benefit analysis criteria to current and proposed applications, hardware and software configurations, organizational structuring, and personnel management to ensure acceptable return on investment
- Analyzes resource requirements and utilization, and based on the analysis, initiates programs for improvement in productivity and data management
- Reviews requests for additional technology and information systems services and identifies impacts on current and planned resources
- Evaluates new hardware and software technology and assesses its applicability relative to the requirements of the school system
- Plans and participates in management education in technology and information systems and data processing concepts
- Reports performance of personnel and equipment resources and identifies significant levels and/or problems
- Acts as major focal point and assumes sign-off responsibility for acquisition activities relating to hardware, software, contract service, and consulting services as they relate to technology and information systems and the school system
- Develops, implements, and enforces a complete technology and information systems disaster recovery plan
- Devises, approves, and promulgates technology and information systems policies and standards
- Performs other related duties 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: 8/82; TITLE AND MQ's BOARD APPROVED: 8/11/82; REVISED: 10/85; MQ's REVISED AND BOARD APPROVED: 10/8/86; FORMAT REVISED: 7/88; REVISED: 2/89 MW; BOARD APPROVED: 3/8/89; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MQ'S: 6/07 AK; BOARD APPROVED: 7/31/07; REVISED FORMAT, TITLE, PREF, MF, ER, & ADA, 5/12 LM; BOARD APPROVED: 6/12/12; REVISED TITLE 3/13 LM; BOARD APPROVED:

CHIEF OF ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

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				

Chief of Assistant Superintendent, Technology and Information Systems – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C11

FLSA: Exempt
Administrative

EXECUTIVE DIRECTOR, ELEMENTARY SCHOOL EDUCATION

REPORTS TO:

Associate Superintendent, Teaching and Learning Services

SUPERVISES:

Content Specialists
Instructional Staff
Support staff

QUALIFICATIONS:

Master's degree with state certification in Supervision at the elementary and/or secondary level, Educational Leadership, Administration, School Principal, or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years administrative or supervisory experience and five (5) years related professional experience. Demonstrated experience in program planning and implementation. Demonstrated organizational, communication, and planning skills. Must show evidence of a working knowledge of the principles 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 Executive Director, Elementary School Education is responsible for the administration, supervision, and management of curriculum and instruction duties and functions. The duties will be identified and assigned through a cooperative working relationship with the Associate Superintendent, Teaching and Learning Services. Responsibilities include goal setting, planning, organizing, coordinating, decision-making, and communicating with central administration and school-based personnel.

ESSENTIAL RESPONSIBILITIES

- Responsible for the overall design and delivery of the elementary curriculum at all schools
- Works with the Area Superintendents and Associate Superintendent, Teaching and Learning Services to ensure complete fidelity of the curriculum at all elementary schools
- Assists in the development and implementation of the Division Strategic Plan
- Helps define and interpret the district's educational goals, particularly those related to the District's Strategic Plan
- Facilitates cross-functional articulation among work teams and departments within Teaching and Learning Services
- Works to forecast, plan, implement, and improve the elementary instructional program to support school improvement
- Assists with the establishment of budget priorities for elementary programs
- Participates in departmental FTE projections, staffing model recommendations, problem-solving, public relations, and development of policies and procedures
- Assists with the allocation of academic and related-arts teaching units
- Assists in the communication of curriculum information to all principals and content specialists
- Works with the Associate Superintendent, Teaching and Learning Services and Executive Directors in the Teaching and Learning Services Division to coordinate all curriculum tasks

EXECUTIVE DIRECTOR, ELEMENTARY SCHOOL EDUCATION

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Assists with the development and publication of curriculum materials, textbook recommendations, and course code directories• Assists with elementary Summer Bridge and Extended Learning planning• Provides input to the districtwide professional development plan• Communicates with university personnel to improve teacher-training programs and facilitate intern placement• Maintains close relationships with community agencies• Assists with the planning of educational specifications for new facilities• Monitors elementary academic and related-arts textbook purchases• Plans and conducts curriculum meetings• Coordinates elementary school task forces and steering committees• Plans and conducts elementary assistant principal meetings• Performs duties and responsibilities as a Teaching and Learning Services team member• Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals• Assists with the development and implementation of the District Improvement Assistance Plan and the K-12 Reading Plan• Represents the Associate Superintendent, Teaching and Learning Services on standing committees• Assists schools in analyzing data to continually improve student achievement• Contributes toward professional growth and performance through providing professional development opportunities for the members of the elementary school education team• Participates in the School Improvement Plan review• Serves on community boards as requested• Performs other 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
ISSUED: 3/01/13 LM; BOARD APPROVED:

EXECUTIVE DIRECTOR, ELEMENTARY SCHOOL EDUCATION

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, Elementary School Education – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C11

FLSA: Exempt
Administrative

EXECUTIVE DIRECTOR, MIDDLE SCHOOL EDUCATION

REPORTS TO:

Associate Superintendent, Teaching and Learning Services

SUPERVISES:

Content Specialists
Instructional Staff
Support Staff

QUALIFICATIONS:

Master's degree with state certification in Supervision at the elementary and/or secondary level, Educational Leadership, Administration, School Principal, or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years administrative or supervisory experience and five (5) years related professional experience. Demonstrated experience in program planning and implementation. Demonstrated organizational, communication, and planning skills. Must show evidence of a working knowledge of the principles 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 Executive Director, Middle School Education is responsible for the administration, supervision, and management of curriculum and instruction duties and functions. The duties will be identified and assigned through a cooperative working relationship with the Associate Superintendent, Teaching and Learning Services. Responsibilities include goal setting, planning, organizing, coordinating, decision-making, and communicating with central administration and school-based personnel.

ESSENTIAL RESPONSIBILITIES

- Responsible for the overall design and delivery of the middle school curriculum at all schools
- Works with the Area Superintendents and Associate Superintendent, Teaching and Learning Services to ensure complete fidelity of the curriculum at all middle schools
- Assists in the development and implementation of the Division Strategic Plan
- Helps define and interpret the district's educational goals, particularly those related to the Highest Student Achievement strategic direction
- Facilitates cross-functional articulation among work teams and departments within Teaching and Learning Services
- Works to forecast, plan, implement, and improve the middle school instructional program to support school improvement
- Assists with the establishment of budget priorities for middle school programs
- Participates in departmental FTE projections, staffing model recommendations, problem-solving, public relations, and development of policies and procedures
- Assists in the communication of curriculum information to all principals and content specialists
- Assists with the coordination of promotion and awards

EXECUTIVE DIRECTOR, MIDDLE SCHOOL EDUCATION

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Works with the Associate Superintendent, Teaching and Learning Services and Executive Directors in the Teaching and Learning Services Division to coordinate all curriculum tasks• Assists with the development and publication of curriculum materials, textbook recommendations, and course code directories• Assists with middle school Summer Bridge and Extended Learning planning• Provides input to the districtwide professional education plan• Communicates with university personnel to improve teacher-training programs and facilitate intern placement• Maintains close relationships with community agencies• Assists with the planning of educational specifications for new facilities• Coordinates textbook planning and allocations of funds• Monitors middle school academic and related-arts textbook purchases• Plans and conducts curriculum meetings• Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals• Assists with the development and implementation of the District Improvement Assistance Plan and the K-12 Reading Plan• Assists schools in analyzing data to continually improve student achievement• Contributes toward professional growth and performance through providing professional development opportunities for the members of the middle school education team• Participates in the School Improvement Plan review• Coordinates middle school task forces and steering committees• Assists with the assignment of middle school academic and related-arts units• Represents the Associate Superintendent, Teaching and Learning Services on standing committees• Plans and conducts middle school assistant principal meetings• Performs duties and responsibilities as a Teaching and Learning Services team member• 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
ISSUED: 3/01/13 LM, BOARD APPROVED:

EXECUTIVE DIRECTOR, MIDDLE SCHOOL EDUCATION

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, Middle School Education - ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C11

FLSA: Exempt
Administrative

EXECUTIVE DIRECTOR, HIGH SCHOOL EDUCATION

REPORTS TO:

Associate Superintendent, Teaching and Learning Services

SUPERVISES:

Content Specialists
Instructional Staff
Support staff

QUALIFICATIONS:

Master's degree with state certification in Supervision at the elementary and/or secondary level, Educational Leadership, Administration, School Principal, or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years administrative or supervisory experience and five (5) years related professional experience. Demonstrated experience in program planning and implementation. Demonstrated organizational, communication and planning skills. . Must show evidence of a working knowledge of the principles 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 Executive Director, High School Education is responsible for the administration, supervision and management of curriculum and instruction duties and functions. The duties will be identified and assigned through a cooperative working relationship with the Associate Superintendent, Teaching and Learning Services. Responsibilities include goal setting, planning, organizing, coordinating, decision-making, and communicating with central administration and school-based personnel.

ESSENTIAL RESPONSIBILITIES

- Responsible for the overall design and delivery of the high school curriculum at all schools
- Works with the Area Superintendents and Associate Superintendent, Teaching and Learning Services to ensure complete fidelity of the curriculum at all high schools
- Assists in the development and implementation of the Division Strategic Plan
- Helps define and interpret the district's educational goals, particularly those related to the Highest Student Achievement strategic direction
- Facilitates cross-functional articulation among work teams and departments within Teaching and Learning Services
- Works to forecast, plan, implement and improve the high school instructional program to support school improvement
- Assists with the establishment of budget priorities for high school programs
- Participates in departmental FTE projections, staffing model recommendations, problem-solving, public relations, and development of policies and procedures
- Assists in the communication of curriculum information to all principals and content specialists
- Assists with the coordination of graduations and awards

EXECUTIVE DIRECTOR, HIGH SCHOOL EDUCATION

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Works with the Associate Superintendent, Teaching and Learning Services and Executive Directors in the Teaching and Learning Services Division to coordinate all curriculum tasks• Assists with the development and publication of curriculum materials, textbook recommendations, and course code directories• Assists with high school Summer Bridge and Extended Learning planning• Provides input to the districtwide professional education plan• Communicates with university personnel to improve teacher-training programs and facilitate intern placement• Maintains close relationships with community agencies• Assists with the planning of educational specifications for new facilities• Coordinates textbook planning and allocations of funds• Monitors high school academic and related-arts textbook purchases• Plans and conducts curriculum meetings• Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals• Assists with the development and implementation of the District Improvement Assistance Plan and the K-12 Reading Plan• Assists schools in analyzing data to continually improve student achievement• Contributes toward professional growth and performance through providing professional development opportunities for the members of the high school education team• Participates in the School Improvement Plan review• Coordinates high school task forces and steering committees• Assists with the assignment of high school academic and related-arts units• Represents the Associate Superintendent, Teaching and Learning Services on standing committees• Plans and conducts high school assistant principals for curriculum meetings• Performs duties and responsibilities as a Teaching and Learning Services team member• 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
ISSUED: 3/01/13 LM; BOARD APPROVED:

EXECUTIVE DIRECTOR, HIGH SCHOOL EDUCATION

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, High School Education - ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7250
Pay Grade: D14

FLSA: Non-Exempt

SECRETARY TO DEPUTY SUPERINTENDENT

REPORTS TO:

Deputy Superintendent

SUPERVISES:

Not applicable

QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus six (6) years advanced secretarial experience. Successful completion of PCSB Secretary IV Test (typing 60 wpm). Demonstrated proficiency in computer literacy. Demonstrated knowledge of Microsoft Word, Excel, OUTLOOK, and the TERMS system.

MAJOR FUNCTION

Performs complex, varied, and highly responsible secretarial, clerical, and administrative duties requiring an extensive working knowledge of the organization and programs under the Deputy Superintendent's jurisdiction. Functions are varied in subject matter and level of difficulty and may range from performance of routine clerical assignments to relieving the Deputy Superintendent of administrative details ~~and office management functions~~. Work is performed under general supervision ~~and with~~ only highly technical or confidential assignments ~~are~~ given close attention by the Deputy Superintendent.

ESSENTIAL RESPONSIBILITIES

- ~~Keys correspondence, articles, reports, manuals, forms, and other materials utilizing word processing applications, composes and signs routine correspondence; checks and proofreads typed copy~~
- Receives and routes telephone calls; answers questions which may involve interpretation of policies and procedures
- Handles incoming correspondence, both personal and confidential written and electronic
- Initiates and composes correspondence of a routine and/or complex nature and handles non-routine matters, as required
- ~~Opens, reads, and sorts incoming mail; m~~ Maintains files and records of office correspondence, documents, reports, and other material
- Serves as personal administrative assistant to the Deputy Superintendent ~~by planning, initiating and carrying to completion clerical, secretarial, and administrative activities~~
- Coordinates meetings, conferences, speaking engagements, and appointments for the Deputy Superintendent
- Develops materials for use in public speaking engagements
- ~~As assigned, a~~ Attends conferences as assigned to take notes and ~~to gain knowledge of issues~~ problems, projects, and plans of the Deputy Superintendent and to follow through on all requests made of recommended and approved by the Deputy Superintendent
- Makes arrangements for conferences including space, time, and place; informs participants of topics to be discussed and provides background information for these conferences when necessary
- Serves as office receptionist; greets, announces, and routes visitors
- Prepares payrolls, requisitions supplies, and monitors budget; ~~may supervise the activities of other clerical personnel~~

SECRETARY TO DEPUTY SUPERINTENDENT

ESSENTIAL RESPONSIBILITIES (Continued)

- Serves as acting Administrative Assistant to the Superintendent in the absence of the Administrative Assistant to the Superintendent
- Applies knowledge of school system policies, procedures, and regulations in making decisions, solving work problems, and proofreading information
- Reports regularly to the Deputy Superintendent any developments or issues within the school system which may require the Deputy Superintendent's awareness or action
- ~~Utilizes a computer for activities such as data entry/retrieval, word processing, generation of reports, and preparation of visual and print presentations~~
- Utilizes advanced technology devices and applications in maintaining the Office of the Deputy 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
- 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: 7/79; FORMAT REVISED: 3/88; REVISED: (TITLE) 9/90; BOARD APPROVED: 9/12/90 ; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; TITLE REVISED: 3/95; PBL; BOARD APPROVED: 4/25/95; REVISED: (D&R & MQ'S) 8/95 PBL; BOARD APPROVED: 9/27/95; REVISED WC: 6/04 LM; REVISED D&R, PREFERRED, & ADA 10/11 LM; REVISED FORMAT, QUALIFICATIONS, ER, MF, ADA 4/13 LM; BOARD APPROVED:

SECRETARY TO DEPUTY 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				

Secretary to Deputy Superintendent – NR

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7251
Pay Grade: D12

FLSA: Non-Exempt

SECRETARY TO CHIEF OF ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES

REPORTS TO:

Chief Of Assistant Superintendent, Human Resources Services

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus four (4) years advanced secretarial experience. Successful completion of PCSB Secretary IV Test (typing-60 wpm). Demonstrated proficiency in computer literacy. Demonstrated knowledge of Microsoft Word, Excel, OUTLOOK and the TERMS system.

PREFERRED:

~~Demonstrated proficiency in computer literacy and~~ experience within the Human Resources area.

MAJOR FUNCTION

Performs highly responsible, varied, and complex secretarial, clerical, and delegated administrative duties requiring considerable knowledge of the Human Resources and district organizations and programs under the ~~Chief of Assistant Superintendent~~, Human Resources Services' jurisdiction. Functions are varied and the level of difficulty ranges from performance of routine clerical assignments to relieving the ~~Chief of Assistant Superintendent~~, Human Resources Services of administrative and office management details. Work is performed with considerable independence under general direction. Often requires the use of independent judgment and the application of knowledge of School Board policies and procedures in a variety of work situations. Work is reviewed through conferences and results obtained.

ESSENTIAL RESPONSIBILITIES

- ~~Keys correspondence, articles, reports, manuals forms and other materials utilizing word processing applications; composes and signs routine correspondence; checks and proof reads keyed copy; prepares records and reports~~
- Initiates and composes correspondence of a routine and/or complex nature and handles non-routine matters, as required
- Serves as personal assistant by planning, initiating, and carrying to completion clerical, secretarial, and administrative activities and may have supervisory responsibilities and/or provide lead direction to other clerical personnel over a clerical staff
- Signs routine correspondence; checks and proofreads keyed copy; reads incoming mail and routes to appropriate offices; screens and routes telephone calls; answers inquiries and provides information which may involve interpretation of School Board policies and departmental procedures
- Meets with general public and may release information pertaining to department procedures and policies; refers questions to appropriate employees or departments, when warranted
- Prepares Human Resources agenda items for all School Board meetings
- Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge
- ~~Makes arrangements for~~ Coordinates meetings, conferences, appointments, and administrative travel; prepares agendas and compiles/distributes appropriate materials
- Maintains and balances budget for the Human Resources department

SECRETARY TO CHIEF OF ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Prepares payrolls; requisitions supplies; processes work orders; coordinates budget and contracts; may supervise and/or provide lead direction to other clerical personnel• <u>Reports regularly to the Assistant Superintendent, Human Resources any developments or issues within the district which may require awareness or action</u>• <u>Prepares, maintains, and reviews for accuracy, articles, reports, manuals, forms, and other materials utilizing appropriate computer applications</u>• Applies knowledge of school system policies, procedures, and regulations in making decisions, solving work problems, and providing information• Acts as executive office manager for the Human Resources Department• <u>Utilizes advanced technology devices and applications</u> Utilizes a computer for activities such as data entry/retrieval, word processing, and generation of reports• Performs other related work 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
ISSUED: 6/12 LM; BOARD APPROVED; 7/24/12; REVISED TITLE 3/13 LM; BOARD APPROVED:

SECRETARY TO CHIEF OF ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES

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				

Secretary to Chief of Assistant Superintendent, Human Resources Services – NR

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: D12

FLSA: Non-Exempt

SECRETARY TO ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

REPORTS TO:

Assistant Superintendent, Technology and Information Systems

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus four (4) years advanced secretarial experience. Successful completion of PCSB Secretary IV Test (typing-60 wpm). Demonstrated proficiency in computer literacy.

PREFERRED:

~~Demonstrated proficiency in computer literacy.~~

MAJOR FUNCTION

Performs highly responsible, varied, and complex secretarial, clerical, and delegated administrative duties requiring ~~considerable~~ extensive knowledge of the organizations and programs under ~~an Assistant Superintendent's~~ the Assistant Superintendent, Technology and Information Systems' jurisdiction. Functions are varied and the level of difficulty ranges from performance of routine clerical assignments to relieving the ~~Area Superintendent~~ Assistant Superintendent, Technology and Information Systems of administrative and office management details. Work is performed with considerable independence under general direction ~~and often requires~~ requiring the use of independent judgment and the application of knowledge of School Board policies, and procedures, and programs in a variety of work situations involving continual inter-departmental relations. Work is reviewed through conferences and ~~results obtained~~ observations of the effectiveness of the work performed.

ESSENTIAL RESPONSIBILITIES

- Keys letters, memoranda, forms, ~~and other materials utilizing; a computer~~ reports, organizational charts, TIS policy and procedures manual, and other materials utilizing word processing applications
- Serves Assistant Superintendent, Technology and Information Systems and the department by planning, initiating, and carrying to completion clerical, secretarial, and administrative activities
- Composes and ~~Signs~~ routine correspondence; checks and proofreads keyed copy; reads incoming mail and routes to appropriate offices; screens and routes telephone calls; answers inquiries and provides information which may involve interpretation of School Board policies and departmental procedures
- Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge
- Maintains/updates the Florida Department of Education Master School Identification file for Pinellas County Schools, working closely with the staff at the Florida Department of Education
- Maintains/updates the Florida Department of Education Contact Verification Report
- Makes arrangements for meetings, conferences, appointments and ~~administrative~~ travel for the Assistant Superintendent, Technology and Information Systems, the TIS directors, managers, and other department staff; prepares agendas and compiles/distributes appropriate materials.
- Administers the two technology technician tests, Core Hardware and Operating Systems, to applicants applying for technology positions; keeps detailed record log of test scores

SECRETARY TO ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

ESSENTIAL RESPONSIBILITIES (Continued)

- Administers the two programming tests, Diagramming and Reasoning, to all programming applicants; keeps detailed record log of test scores
- Coordinates members for interview committees; schedules interview appointments; coordinates and composes interview questions; distributes interview packets to the committee
- Maintains multiple computer lab calendars; schedules district training sessions and appointments
- Maintains multiple department conference room calendars; schedules appointments and meetings for TIS department and district staff
- Maintains multiple vehicle calendars and log book for TIS vehicles; schedules routine maintenance
- Prepares multiple payrolls for staff in Technology and Information Systems Department and Records Management Department; enters purchase order requisitions for hardware, software, supplies, and other purchased services; processes work orders; monitors budget; assists with the department asset inventory; may supervise and/or provide lead direction to other clerical personnel
- Monitors electronic Outboard; edits/updates department staff names
- Applies knowledge of school system policies, procedures, and regulations in making decisions, solving work problems, and providing information
- Utilizes a computer for activities such as data entry/retrieval, ~~word processing~~, and generation of reports using Word, Excel, Power Point, Visio, TERMS, and FOCUS software applications
- Coordinates consulting staff and schedules; approves and signs off on time sheets
- Meets the general public and may release information pertaining to department procedures and policies; refers questions to appropriate employees or departments, when warranted
- 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: 11/89 PBL; MQ'S REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM: REVISED D&R, PREFERRED, ADA 10/11 LMCK. REVISED FORMAT, TITLE, MF, ER, ADA, 8/12; LM; BOARD APPROVED:

SECRETARY TO ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

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				

Secretary to Assistant Superintendent, Technology and Information Systems – NR