

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0063
Pay Grade: C40 C09

FLSA: Exempt
Administrative

DIRECTOR, ~~CORE SYSTEMS AND~~ OPERATIONS AND USER SUPPORT

REPORTS TO:

Assistant Superintendent, Technology and Information Systems

SUPERVISES:

Assistant Director, User Support
Assistant Director, Data Center and Infrastructure Systems
Records Management Specialist

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in computer science, business, or a related area. Five (5) years experience managing centralized computing facilities and supporting end-user computing. 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

Performs high-level administrative work to ensure that the ~~Management Technology and Information Systems (MIS) (TIS)~~ Department provides the comprehensive support for technology users, ensuring adequate computer resources are available, maintained, and supported. Directs the staff in methods and practices to achieve high levels of customer satisfaction and system availability.

ESSENTIAL RESPONSIBILITIES

- Directs supervisory staff overseeing user support and core systems support
- Conducts project management for new technology initiatives that relate to customer service and applications
- Advances the mission of providing exemplary service for district technology users to ensure complete customer satisfaction
- Oversees the analysis, development, and updating of computer systems
- Monitors trends and impact of customer service needs and expectations
- Monitors and assesses capacities and directs the allocation of district technology resources to efficiently meet needs
- Solicits quality assurance input from technology customers
- Makes and implements decisions that address customer problems
- Participates in development of software and hardware standards for customers
- Meets with sales representatives and technical staff on hardware and software advancements to provide high-quality technology tools for customers
- Directs the implementation of recommended updates and changes in hardware and software
- Assists with departmental budget preparation and participates in long-range planning sessions with other management-level personnel
- Represents district interests and needs to vendors, user groups, and related entities
- Manages vendor contracts and relationships
- Creates customer relationships that support district strategic directions
- Performs other related work as required

DIRECTOR, ~~CORE SYSTEMS AND~~ OPERATIONS AND USER SUPPORT

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: 2/94 DH; BOARD APPROVED: 4/13/94; REVISED MQ's: 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, PG, MQ: 1/08 BOARD APPROVED: 2/12/08; REVISED FORMAT, TITLE, QUALIFICATIONS, MF, ER, ADA, 7/13 LM; BOARD APPROVED:

DIRECTOR, CORE SYSTEMS AND OPERATIONS AND USER SUPPORT

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				

Director, Core Systems & Operations and User Support – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C09

FLSA: Exempt
Administrative

DIRECTOR, PROFESSIONAL DEVELOPMENT

REPORTS TO:

Assistant Superintendent, Human Resources Services

SUPERVISES:

Professional Development Specialist
Senior Professional Development Coordinator
Instructional Staff
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university in Educational Leadership, Business Administration, Human Resources, Public Administration, or related field; or Bachelor's Degree in Business Administration, Human Resources, or related field and three (3) years related administrative experience. Demonstrated increasingly more responsibilities in the technical and administrative personnel management realm within a large district/business. 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:

Experience as a school-based administrator with strong background in Human Resources. Designation of Society of Human Resources Management (SHRM), Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or Certified Compensation Professional (CCP).

MAJOR FUNCTION

Responsible for administrative and supervisory functions in all areas of professional development of all employee groups in order to attract and retain a diverse, high-performing workforce.

ESSENTIAL RESPONSIBILITIES

- Develops and implements the district's Master Inservice Plan and comprehensive recruitment and retention plan
- Develops and monitors the Professional Development System at the district- and school-level to be in compliance with the FLDOE Protocol for Professional Development
- Coordinates and advertises professional development opportunities for all employee groups
- Facilitates assessment and leadership development of potential and current administrators
- Gathers, analyzes, and reports data regarding the district's professional development and makes appropriate improvements
- Coordinates, implements, directs, and evaluates the district's Professional Development and Improvement Network (PDIN) program
- Partners with state, local, and community stakeholders including institutions of higher learning
- Coordinates, implements, directs, and evaluates the district's teacher induction program
- Coordinates and provides training for Clinical Education and site-based mentors
- Coordinates, implements, directs, and evaluates the district's Transition to Teaching program
- Partners with higher institutions and curriculum services to facilitate teacher intern placement
- Supervises, trains, and evaluates staff

DIRECTOR, PROFESSIONAL DEVELOPMENT

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Develops district's expectations for employees and designs a system to communicate expectations to all district employees.• Assists employees who do not meet performance expectations by identifying and coordinating available resources• Coordinates the development and training of the district's employee appraisal systems• Designs and monitors the instructional professional development plan and leadership development plan• Serves as district liaison with FLDOE regarding professional development responsibilities• Assists administrators and supervisors with employee appraisals• Assists and supports administrators and supervisors who have identified employees who do not meet performance expectations• Maintains records of inservice points earned by employees for professional growth and for recertification• Plans, coordinates, and delivers professional development for non-instructional employee groups• Serves on community boards as requested• Chairs committees as required• Attends workshops or other appropriate training on related issues• Represents Human Resources on screening and interview committees for administrative and P/T/S positions• 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: 3/04 AK; BOARD APPROVED: 4/14/04; REVISED: D&R AND PQs 7/09 RAS; REVISED FORMAT, TITLE, MINIMUM QUALS, PREFERRED, MF, ER, ADA, 3/13 LM; BOARD APPROVED:

DIRECTOR, PROFESSIONAL DEVELOPMENT

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				

Director, Professional Development – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8505
Pay Grade: E07

FLSA: Exempt
PTS

K-5 MATHEMATICS SPECIALIST

REPORTS TO:

Executive Director, Elementary Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in Elementary Education or a mathematic subject area. ~~Administration and Supervision, Educational Leadership, School Principal, Curriculum and Instruction, Mathematics, or an equivalent certification as defined by the Florida Department of Education.~~ Five (5) years of related professional experience to include three (3) successful years of experience in teaching mathematics. Demonstrated organizational and communication skills.

PREFERRED:

Master's or doctoral degree in one or more math subjects or curriculum and instruction. Experience in educational administration/supervision, district-level curriculum development/writing, planning, and presenting training for teachers, and/or other training in literacy in the content area.

MAJOR FUNCTION

The K-5 Mathematics Specialist is responsible for the supervision of the elementary school curriculum, instruction, and assessment program in mathematics. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates, and monitors the alignment of curriculum, instruction, and assessment improvement in the accomplishment of district mathematics goals
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Promotes, reviews, and communicates progress toward division goals
- Manages data collection and reporting functions in mathematics; uses data in decision making
- Represents K-5 mathematics on cross-functional teams
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of K-5 mathematics
- Serves as liaison with community groups, parents, colleges and universities, and other agencies
- Serves as a support for school instructional review
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Teaching and Learning Services Team
- Solicits and listens to customer input from staff, schools, parents, and community
- Develops customer service standards for the K-5 mathematics office
- Continually evaluates and improves customer satisfaction processes
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"> • Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in K-5 mathematics • Assists school personnel in analyzing data for continuous improvement of student achievement in K-5 mathematics • Interprets impact of state legislation and state board rule on K-5 elementary school mathematics • Collaborates with Technology and Information Systems; Assessment, Accountability, and Research; and schools to determine data needs and formats for classroom, school, and district analysis • Coordinates professional training for K-5 mathematics teachers and administrators; provides training for all elementary teachers in using mathematics as learning strategies • Encourages teachers involvement, empowerment, responsibility, and innovation in school improvement activities • Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing mathematics teachers • Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to K-5 mathematics • Assists schools in securing appropriate instructional materials • Participates in School Improvement Plan reviews • Interprets and monitors for schools the school board curriculum policy regarding K-5 mathematics; provides policy input • Provides for the evaluation and improvement of K-5 mathematics programs • Establishes and oversees annual budgets from various funding allocations to support K-5 mathematics • Assists schools with articulation of the elementary mathematics program from grade to grade and level to level • Monitors the results of school improvement research and development in K-5 mathematics • Monitors current levels and trends in key measures regarding K-5 mathematics achievement, including comparisons and benchmarks • Contributes to Teaching and Learning Services Team accountability for results aligned to all district strategic directions • 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: 3/82; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED D&R, MQ's: 5/03 AK; BOARD APPROVED: 05/14/03; UPDATE DIVISION NAME: 1/06 AK; REVISED TITLE, D&R 6/10 LM; BOARD APPROVED: 8/10/11; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, MF, ADA 6/13 LM; BOARD APPROVED: 7/30/13; REVISED QUALS 8/13 LM; BOARD APPROVED:</p>

K-5 MATHEMATICS SPECIALIST

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				

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8511
Pay Grade: E07

FLSA: Exempt
PTS

K-5 SCIENCE SPECIALIST

REPORTS TO:

Executive Director, Elementary Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in Elementary Education or a science subject area Administration/ and Supervision, Educational Leadership, School Principal, Curriculum and Instruction, Science, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful experience in teaching science. Demonstrated organizational and communication skills.

PREFERRED:

Master's or doctoral degree in one or more science subjects or curriculum and instruction. Experience in educational administration/supervision, district-level curriculum development/writing, planning and presenting training for teachers and/or other training in literacy in the content area.

MAJOR FUNCTION

The K-5 Science Specialist is responsible for the supervision of the elementary school curriculum, instruction, and assessment program in science. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district science goals
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Promotes, reviews, and communicates progress toward division goals
- Manages data collection and reporting functions in science; uses data in decision-making
- Represents K-5 science on cross-functional teams
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of K-5 science
- Serves as liaison with community groups, parents, colleges and universities, and other agencies
- Serves as a support for school instructional reviews
- Coordinates short and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Teaching and Learning Services Team
- Solicits and listens to customer input from staff, schools, parents, and community
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions
- Develops customer service standards for the K-5 science office
- Continually evaluates and improves customer satisfaction processes

K-5 SCIENCE SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)

- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in K-5 science
- Assists school personnel in analyzing data for continuous improvement of student achievement in K-5 science
- Interprets impact of state legislation and state board rule on K-5 science
- Collaborates with Technology and Information Systems; Assessment, Accountability, and Research; and schools to determine data needs and formats for classroom, school, and district analysis
- Coordinates professional training for K-5 science teachers and administrators; provides training for all K-5 teachers in using science as learning strategies
- Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities
- Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing science teachers
- Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to K-5 science
- Assists schools in securing appropriate instructional materials
- Participates in School Improvement Plan reviews
- Interprets and monitors for schools the school board curriculum policy regarding K-5 science; provides policy input
- Provides for the evaluation and improvement of K-5 science programs
- Establishes and oversees annual budgets from various funding allocations to support K-5 science
- Assists teachers in creating classroom learning systems
- Assists schools with articulation of the K-5 science program from grade to grade and level to level
- Monitors the results of school improvement research and development in K-5 science
- Monitors current levels and trends in key measures regarding K-5 science achievement, including comparisons and benchmarks
- Contributes to Teaching and Learning Services accountability for results aligned to all district strategic directions
- 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: 5/03 AK; BOARD APPROVED: 5/14/03; UPDATE DIVISION NAME: 1/06 AK; REVISE TITLE, MF: 5/07 AK; BOARD APPROVED: 6/12/07; REVISED TITLE. D&R, MQ's: 6/10 LM; BOARD APPROVED: 8/10/10; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, PREFERRED, MF, ER, ADA, 6/13 LM; BOARD APPROVED: 7/30/13; REVISED QUALS 8/13 LM; BOARD APPROVED:

K-5 SCIENCE SPECIALIST

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				

K-5 Science Specialist – PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8540
Pay Grade: E07

FLSA: Exempt
PTS

K-12 SOCIAL STUDIES SPECIALIST

REPORTS TO:

Executive Director, High School Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in ~~Administration / and Supervision, Educational Leadership, School Principal, Curriculum and Instruction, Social Studies 6-12, or Middle Grades Social Science.~~ or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful experience in teaching social studies. Demonstrated organizational and communication skills.

PREFERRED:

Master's or doctoral degree in social studies or curriculum and instruction. Experience in educational administration/supervision, district-level curriculum development/writing, planning, and presenting training for teachers, Document-Based Questions (DBQ) training, and/or other training in literacy (reading and writing) in the content area.

MAJOR FUNCTION

The K-12 Social Studies Specialist is responsible for the supervision of the elementary, middle, and high school curriculum, instruction, and assessment program in social studies. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Serves as consultant to teachers, principals, assistant principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district social studies goals
- Promotes, reviews, and communicates progress toward division goals
- Facilitates articulation of all levels of the social studies program
- Manages data collection and reporting functions in social studies; uses data in decision-making
- Represents social studies on cross-functional teams
- Articulates with supervisors of other subject areas
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of social studies
- Serves as liaison with community groups, parents, colleges and universities, publishers, and other agencies
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Teaching and Learning Services Team
- Solicits and listens to customer input from staff, schools, parents, and community

K-12 SOCIAL STUDIES SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)

- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions
- Develops customer service standards for the social studies office
- Continually evaluates and improves customer satisfaction processes
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in social studies
- Assists school personnel in analyzing data for continuous improvement of student achievement in social studies
- Interprets impact of state legislation and State Board rule on social studies
- Collaborates with Technology and Information Systems; Assessment, Accountability, and Research; and schools to determine data needs and formats for classroom, school, and district analysis
- Coordinates professional training for social studies teachers, department heads, and administrators
- Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities
- Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing social studies teachers
- Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to social studies
- Assists schools in securing appropriate instructional materials
- Participates in School Improvement Plan reviews
- Interprets and monitors for schools the school board curriculum policy regarding social studies; provides policy input
- Provides for the evaluation and improvement of social studies programs
- Establishes and oversees annual budgets from various funding allocations to support social studies
- Assists schools with articulation of the social studies program from grade to grade and level to level
- Monitors the results of school improvement research and development in social studies
- Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding social studies achievement, including comparisons and benchmarks
- Contributes to Teaching and Learning Services accountability for results aligned to all district strategic directions
- Assigns student interns in social studies
- 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: 5/03 AK; BOARD APPROVED: 5/14/03, UPDATE DIVISION NAME: 1/06 AK; REVISED FORMAT 4/08 LM; REVISED D&R, MQ's LM; BOARD APPROVED: 5/13/08; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, MF, ER, ADA, 6/13, LM; BOARD APPROVED: 7/30/13; REVISED QUALS 8/13 LM; BOARD APPROVED:

K-12 SOCIAL STUDIES SPECIALIST

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				

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8006
Pay Grade: E07

FLSA: Exempt
PTS

6-8 MATHEMATICS SPECIALIST

REPORTS TO:

Executive Director, Middle School Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in Middle Grades Mathematics or Mathematics 6-12, Administration and Supervision, Educational Leadership, School Principal, Curriculum and Instruction, Mathematics, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful experience in teaching mathematics. Demonstrated organizational and communication skills.

PREFERRED:

Master's or doctoral degree in one or more math subjects or curriculum and instruction. Experience in educational administration/supervision, district-level curriculum development/writing, planning, and presenting training for teachers, or other training in literacy in the content area.

MAJOR FUNCTION

The 6-8 Mathematics Specialist is responsible for the supervision of the middle school curriculum, instruction, and assessment program in mathematics. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates, and monitors the alignment of curriculum, instruction, and assessment improvement in the accomplishment of district mathematics goals
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Promotes, reviews, and communicates progress toward division goals
- Manages data collection and reporting functions in mathematics; uses data in decision-making
- Represents 6-8 mathematics on cross-functional teams
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of 6-8 mathematics
- Serves as liaison with community groups, parents, colleges and universities, and other agencies
- Serves as a support for school instructional review
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Teaching and Learning Services Team
- Solicits and listens to customer input from staff, schools, parents, and community
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions
- Develops customer service standards for the 6-8 mathematics office
- Continually evaluates and improves customer satisfaction processes

6-8 MATHEMATICS SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Maintains an information system that supports the facilitation and monitoring of division goals and initiatives• Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in 6-8 mathematics• Assists school personnel in analyzing data for continuous improvement of student achievement in 6-8 mathematics• Interprets impact of state legislation and state board rule on 6-8 school mathematics• Collaborates with Technology and Information Services; Assessment, Accountability, and Research; and schools to determine data needs and formats for classroom, school, and district analysis• Coordinates professional training for 6-8 mathematics teachers and administrators; provides training for all elementary teachers in using mathematics as learning strategies• Encourages teacher involvement, empowerment, responsibility, and innovation in school improvement activities• Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing mathematics teachers• Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to 6-8 mathematics• Assists schools in securing appropriate instructional materials• Participates in School Improvement Plan reviews• Interprets and monitors for schools the school board curriculum policy regarding 6-8 mathematics; provides policy input• Provides for the evaluation and improvement of 6-8 mathematics programs• Establishes and oversees annual budgets from various funding allocations to support 6-8 mathematics• Assists teachers in creating classroom learning systems• Facilitates 6-8 articulation of the mathematics programs• Works closely with both the elementary and high school mathematics specialists to ensure vertical alignment /articulation• Monitors the results of school improvement research and development in 6-8 mathematics• Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding 6-8 mathematics achievement, including comparisons and benchmarks• Contributes to Teaching and Learning Services' accountability for results aligned to all district strategic directions• 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: 6/13 LM; BOARD APPROVED: 7/30/13; REVISED QUALS 8/13 LM; BOARD APPROVED:

6-8 MATHEMATICS SPECIALIST

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				

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8011
Pay Grade: E07

FLSA: Exempt
PTS

6-8 SCIENCE SPECIALIST

REPORTS TO:

Executive Director, Middle School Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in a Science subject area. ~~Administration and Supervision, Educational Leadership, School Principal, Curriculum and Instruction, or Science Education or a science subject, or an equivalent certification as defined by the Florida Department of Education.~~ Five (5) years of related professional experience to include three (3) years of successful experience in teaching science. Demonstrated organizational and communication skills.

PREFERRED:

Master's or doctoral degree in one or more science subjects or curriculum and instruction. Experience in educational administration/supervision, district-level curriculum development/writing, planning and presenting training for teachers, and/or other training in literacy in the content area.

MAJOR FUNCTION

The 6-8 Science Specialist is responsible for the supervision of the middle school curriculum, instruction, and assessment program in science. This responsibility includes goal setting, researching, strategic planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of the district strategic plan for science
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Promotes, reviews, and communicates progress toward the 6-8 science and the division strategic plan
- Facilitates 6-8 articulation of the science program
- Manages data collection and reporting functions in science; uses data in decision-making
- Represents 6-8 science on cross-functional teams
- Articulates with 6-8 specialists of other subject areas
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of science
- Serves as liaison with community groups, parents, colleges and universities, and other agencies
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Teaching and Learning Services Team
- Solicits and listens to customer input from staff, schools, parents, and community

6-8 SCIENCE SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions• Develops customer service standards for the science office• Continually evaluates and improves customer satisfaction processes• Maintains an information system that supports the facilitation and monitoring of division goals and initiatives• Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in science• Assists school personnel in analyzing data for continuous improvement of student achievement in science• Interprets impact of state legislation and State Board rule on science• Collaborates with Technology and Information Systems; Assessment, Accountability, and Research; and schools to determine data needs and formats for classroom, school, and district analysis• Coordinates professional training for 6-8 science teachers and administrators• Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities• Leads the research and development of 6-8 curriculum, instruction, and assessment services, activities, and product development related to science• Assists schools in securing appropriate instructional materials• Participates in School Improvement planning• Interprets and monitors for schools the school board curriculum policy regarding science; provides policy input• Provides for the evaluation and improvement of science programs• Establishes and oversees annual budgets from various funding allocations to support science• Assists schools with articulation of the 6-8 science program from grade to grade and level to level• Monitors the results of school improvement research and development in science• Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding science achievement, including comparisons and benchmarks• Contributes to Teaching and Learning Services' accountability for results aligned to all district strategic directions• 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: 5/12 LM; BOARD APPROVED: 6/12/12; REVISED, TITLE, QUALS, MF, ER, 6/13 Lm; BOARD APPROVED: 7/30/13; REVISED QUALS 8/13 LM; BOARD APPROVED:

6-8 SCIENCE SPECIALIST

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				

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6007
Pay Grade: E07

FLSA: Exempt
PTS

9-12 MATHEMATICS SPECIALIST

REPORTS TO:

Executive Director, High School Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in Mathematics 6-12, Administration/ and Supervision, Educational Leadership, School Principal, Curriculum and Instruction, Mathematics, Science, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) successful years of experience in teaching mathematics, or science, technology, engineering, and mathematics (STEM) related curriculum. Demonstrated organizational and communication skills.

PREFERRED:

Master's or doctoral degree in mathematics or curriculum and instruction. Experience in educational administration/supervision, district-level curriculum development/writing, planning and presenting training for teachers, or other training in literacy (reading and writing) in the content area.

MAJOR FUNCTION

The 9-12 Mathematics Specialist is responsible for the supervision of the high school curriculum, instruction, and assessment program in mathematics. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district mathematics goals
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Promotes, reviews, and communicates progress toward division goals
- Facilitates articulation of all levels of the mathematics high school program
- Manages data collection and reporting functions in mathematics; uses data in decision-making
- Represents 9-12 mathematics on cross-functional teams
- Articulates with supervisors of other subject areas
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of 9-12 mathematics
- Serves as liaison with community groups, parents, colleges and universities, and other agencies
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Teaching and Learning Services Team
- Solicits and listens to customer input from staff, schools, parents, and community
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"> • Develops customer service standards for the 9-12 mathematics office • Continually evaluates and improves customer satisfaction processes • Maintains an information system that supports the facilitation and monitoring of division goals and initiatives • Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in 9-12 mathematics • Assists school personnel in analyzing data for continuous improvement of student achievement in mathematics • Interprets impact of state legislation and state board rule on mathematics • Collaborates with Technology and Information Systems; Assessment, Accountability, and Research; and schools to determine data needs and formats for classroom, school, and district analysis • Coordinates professional training for 9-12- mathematics teachers and administrators, provides training for all high school teachers in using mathematics as learning strategies • Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities • Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing mathematics teachers • Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to 9-12 mathematics • Assists schools in securing appropriate instructional materials • Participates in School Improvement Plan reviews • Interprets and monitors for schools the school board curriculum policy regarding 9-12 mathematics, and-provides policy input • Provides for the evaluation and improvement of the 9-12 mathematics program • Establishes and oversees annual budgets from various funding allocations to support 9-12 mathematics • Assists teachers in creating classroom learning systems • Assists schools with articulation of the 9-12 mathematics program from grade to grade and level to level • Monitors the results of school improvement research and development in 9-12 mathematics • Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding 9-12 mathematics achievement, including comparisons and benchmarks • Contributes to Teaching and Learning Services' accountability for results aligned to all district strategic directions • 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: 5/03 AK; BOARD APPROVED: 5/14/03; UPDATE DIVISION NAME: 1/06 AK; REVISE TITLE, MF: 5/07 AK; BOARD APPROVED: 6/12/07; REVISED TITLE, D&R, MQ's: 6/10 LM; BOARD APPROVED: 08/10/10; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, PREFERRED, MF, ER, ADA, 6/13 LM; BOARD APPROVED: 7/30/13; REVISED QUALS 8/13 LM; BOARD APPROVED:</p>

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				

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8009
Pay Grade: E07

FLSA: Exempt
PTS

9-12 SCIENCE SPECIALIST

REPORTS TO:

Executive Director, High School Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in a Science subject area. ~~Administration and Supervision, Educational Leadership, School Principal, Curriculum and Instruction, Science or an equivalent certification as defined by the Florida Department of Education.~~ Five (5) years of related professional experience to include three (3) years of successful experience in teaching science. Demonstrated organizational and communication skills.

PREFERRED:

Master's or doctoral degree in science or curriculum and instruction. Experience in educational administration/supervision, district-level curriculum development/writing, planning, and presenting training for teachers, or other training in literacy (reading and writing) in the content area.

MAJOR FUNCTION

The 9-12 Science Specialist is responsible for the supervision of the high school curriculum, instruction, and assessment program in science. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district science goals
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Promotes, reviews, and communicates progress toward the 9-12 science and the division strategic plan
- Facilitates 9-12 articulation of all levels of the science high school program
- Manages data collection and reporting functions in science; uses data in decision making
- Represents 9-12 science on cross-functional teams
- Articulates with 9-12 specialists of other subject areas
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of science
- Serves as liaison with community groups, parents, colleges and universities, and other agencies
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Teaching and Learning Services Team

9-12 SCIENCE SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)

- Solicits and listens to customer input from staff, schools, parents, and community
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions
- Develops customer service standards for the science office
- Continually evaluates and improves customer satisfaction processes
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in science
- Assists school personnel in analyzing data for continuous improvement of student achievement in science
- Interprets impact of state legislation and State Board rule on science
- Collaborates with Technology and Information Systems; Assessment, Accountability and Research; and schools to determine data needs and formats for classroom, school, and district analysis
- Coordinates professional training for 9-12 science teachers and administrators
- Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing science teachers
- Leads the research and development of 9-12 curriculum, instruction, and assessment services, activities, and product development related to science
- Assists schools in securing appropriate instructional materials
- Participates in School Improvement Plan reviews
- Interprets and monitors for schools the school board curriculum policy regarding science; provides policy input
- Provides for the evaluation and improvement of science programs
- Establishes and oversees annual budgets from various funding allocations to support science
- Assists teachers in creating classroom learning systems
- Assists schools with articulation of the 9-12-science program from grade to grade and level to level
- Monitors the results of school improvement research and development in science
- Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding science achievement, including comparisons and benchmarks
- Contributes to Teaching and Learning Services_accountability for results aligned to all district strategic directions
- Assigns student interns in science
- Reviews syllabi for the Advanced Placement (AP) Audit
- 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: 5/03 AK; BOARD APPROVED: 5/14/03; UPDATE DIVISION NAME: 1/06 AK; REVISE TITLE, MF: 5/07 AK; BOARD APPROVED: 6/12/07; REVISED TITLE, D&R, MQ's: 6/10 LM; BOARD APPROVED: 08/10/10; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, PREFERRED, MF, ER, ADA, 6/13 LM; BOARD APPROVED: 7/30/13; REVISED QUALS 8/13 LM; BOARD APPROVED:

9-12 SCIENCE SPECIALIST

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				

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8210
Pay Grade: E07

FLSA: Exempt
PTS

EARLY CHILDHOOD EDUCATION SPECIALIST

REPORTS TO:

Executive Director, Elementary School Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in Pre-K Primary or any related field. ~~Administration and Supervision, Educational Leadership, School Principal, Curriculum and Instruction, Early Childhood, or an equivalent certification as defined by the Florida Department of Education.~~ Five (5) years of related professional experience to include three (3) years of successful experience in teaching early childhood. Demonstrated organizational and communication skills.

PREFERRED:

Masters or doctoral degree in Early Childhood ~~or curriculum and instruction~~. Experience in educational administration/supervision, district-level curriculum development/writing, planning and presenting training for teachers.

MAJOR FUNCTION

The Early Childhood Education Specialist is responsible for providing leadership in developmentally appropriate practices in early childhood. Responsibilities include providing supervisory support and staff development for Voluntary Prekindergarten and kindergarten teachers, evaluating and ordering of prekindergarten and kindergarten equipment and materials, and writing and reviewing educational specifications for early childhood classrooms.

ESSENTIAL RESPONSIBILITIES

- Formulates districtwide voluntary prekindergarten and kindergarten policy and procedure
- Develops, updates, and implements prekindergarten curriculum collaboratively with ESE prekindergarten programs
- Develops, updates and implements prekindergarten and kindergarten curriculum
- Demonstrates effective early childhood teaching techniques
- Works with individuals and groups of prekindergarten and kindergarten teachers in terms of expressed needs to stimulate change or improvement of programs
- Provides professional development for early childhood teachers, prekindergarten, and kindergarten levels
- Maintains a budget for new prekindergarten and kindergarten units and early childhood components
- Develops and interprets to others the educational specifications for new prekindergarten, kindergarten, and primary classroom facilities
- Purchases, distributes, and keeps inventories on materials for new kindergarten units and all new early childhood facilities
- Maintains and updates the early childhood flexibility list
- Interprets the prekindergarten and kindergarten program and entry requirements to the public
- Completes information requested by the Department of Education
- Reads and attends professional conferences at the state and national level to become increasingly knowledgeable in the field of child development and early childhood education

EARLY CHILDHOOD EDUCATION SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Provides input to the Pre-K-12 Teaching and Learning Services office regarding unit allocations• Consults and interfaces with subject area specialists and the ESE prekindergarten specialist regarding curriculum and assessment planning and integration, appropriate materials, teaching strategies, and research on developmentally appropriate practices• Works with the Specialist, ESE Prekindergarten Education, private schools, teachers and administrators, Head Start, and community agencies to provide a smooth transition from prekindergarten to kindergarten• Designs and implements summer programs for prekindergarten and kindergarten students• Provides summer school and new prekindergarten and kindergarten teacher orientations and trainings• Serves as member of Teaching and Learning Services Team• 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: 6/13, LM; BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED:

EARLY CHILDHOOD EDUCATION SPECIALIST

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				

Early Childhood Education Specialist – PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8742
Pay Grade: E05

FLSA: Exempt
PTS

PROGRAM COORDINATOR, ACADEMIC COMPUTING

REPORTS TO:

Director, Library, Technology, Instructional Materials, and Digital Learning

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in Technology Education Administration and Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years successful teaching experience in public schools, PreK-12. Demonstrated knowledge in planning for and in utilizing technologies for instruction in a variety of curriculum areas. Demonstrated organizational and communication skills.

PREFERRED:

Master's degree from an accredited college or university in Technology Education; certification in Educational Leadership.

MAJOR FUNCTION

The Program Coordinator is responsible for the development and implementation of the district's long-range technology plan, which encompasses all instructional levels and all curriculum areas. Work includes visioning, goal-setting, planning, budgeting, and working cooperatively with curriculum services personnel, all school board divisions, school-based personnel, and the community.

ESSENTIAL RESPONSIBILITIES

- Provides visionary leadership, oversight, and direction for all district technology applications for teaching and learning
- Develops plans to increase the level of technological literacy for students, teachers, and administrators
- Collaborates with other departments and divisions to facilitate access to and the implementation of technology
- Provides leadership in obtaining grants and other sources of funds to support innovative practices
- Assists in implementing the district's strategic goals and directions
- Investigates emerging technologies and assesses their potential for cost effective use
- Provides leadership in technology training, resources acquisition, and staff development
- Designs, coordinates, and provides educational technology in-service opportunities for school-based personnel
- Assists educators in using and integrating technology in the instructional program
- Models effective uses of appropriate instructional technology
- Supports teacher and student use of computers in classrooms
- Designs technology training programs for the district's television programming schedule
- Researches and negotiates contracts and agreements with consultants and vendors
- Participates in local, state, and national conferences, collaborates with colleges and universities, and serves on state committees to keep informed on current trends and issues

PROGRAM COORDINATOR, ACADEMIC COMPUTING

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Designs and implements new programs and course curricula for computer education• Recommends budget requirements to effectively support the district technology plan• Coordinates, evaluates, delegates, and coordinates the work of designated staff members• Prepares and presents reports on technology issues as directed by the Superintendent and Board• 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: 6/13, LM; BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED:

PROGRAM COORDINATOR, ACADEMIC COMPUTING

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				

Program Coordinator, Academic Computing – PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8750
Pay Grade: E05

FLSA: Exempt
PTS

PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS

REPORTS TO:

Director, Library, Technology, Instructional Materials, and Digital Learning

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with Florida certification in an educational area. Administration and Supervision or Educational Leadership. Five (5) years related professional experience. Demonstrated organizational and communication skills. Working knowledge in curriculum and instruction. Working knowledge of state requirements for state-adopted materials and non-state-adopted items.

PREFERRED:

Master's degree with certification in Administration/Supervision or Educational Leadership.

MAJOR FUNCTION

The Program Coordinator, Instructional Materials provides adequate and appropriate instructional materials countywide working with the Director, Library, Technology, Instructional Materials, and Digital Learning and consultants in a mutual effort to provide the best possible instructional materials support to the countywide instructional programs. The position supervises textbook depository support staff and works closely with the Associate Superintendent, Teaching and Learning Services and staff members on a regular basis related to state requirements for state-adopted materials and non-state-adopted items.

ESSENTIAL RESPONSIBILITIES

- Provides leadership in the formulation of goals and objectives for the textbook depository; plans, manages, and evaluates effectiveness of the program
- Supervises supporting staff performing textbook and other instructional-materials-related activities in the textbook depository
- Serves as liaison between the district and the Florida School Book Depository, state Department of Education, and publishers' representatives on all matters relating to textbooks and state-adopted-related materials as well as non-state-adopted-related materials
- Supervises, develops, and implements textbook-related procedures and the overall operation of the textbook depository
- Prepares annual report for the Superintendent's information on lost and damaged materials
- Prepares the Annual Instructional Materials Budget for the district including school-based allocations and other programs requiring instructional materials allocations
- Periodically reviews and provides guidance to schools and centers regarding the usage of instructional material allocations
- Maintains accurate records of deposits to and expenditures from the district textbook account
- Evaluates all requisitions from schools in accordance with the "Recommended and County Approved Instructional Materials Program", prepared by the instructional staff, verifying guidelines, limits on supplementary titles, prices, and extensions

PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Prepares textbook requisitions to the Florida School Book Depository, based upon minimum known requirements and books available to this county• Processes and distributes instructional materials to schools.• Coordinates transfer and redistribution of surplus books• Coordinates the return, processing, redistribution, and disposition of out-of-adoption, discontinued, and unusable textbooks• Responsible for the annual state-adopted instructional materials process• Maintains a perpetual inventory, by schools, denoting the quantities, titles, and series of texts in use, and budget expenditures• Responsible for the administration of the Destiny Textbook Manager Program in conjunction with the District Program Administrator• Ensures that all provisions of the Florida Statutes and of the State Board of Educational Regulations, governing the "State Free Instructional Materials Program" are met and that local policies or procedures are in conflict• Participates in the legislative process as it relates to state-adopted instructional materials to seek adequate funding for instructional materials• Develops and conducts workshops for administration and instructional staff on the textbook/instructional materials process• Maintains communication with curriculum supervisors for planning purposes, regarding adoption and other instructional materials needs• Advises the instructional staff concerning approved substitute editions, extension of state contracts or other major changes in the state textbook program• May prepare and/or update related textbooks and instructional materials website• Applies knowledge of countywide curricula offerings• Applies knowledge of Florida State Laws and Regulations, policies, and procedures pertaining to instructional materials• 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: 6/13 LM, BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED:

PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS

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				

Program Coordinator, Instructional Materials – PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8092
Pay Grade: E05

FLSA: Exempt
PTS

SENIOR COORDINATOR, CHARTER SCHOOLS AND HOME EDUCATION SPECIALIST

REPORTS TO:

Director, Charter Schools and Home Education

SUPERVISES:

Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with certification in an educational area or an equivalent as defined by the Florida Department of Education. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing. Five (5) years related professional experience.

PREFERRED:

Master's degree with certification in Administration and Supervision, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Demonstrated knowledge of applicable federal, state, and local laws and regulations.

MAJOR FUNCTION

The Senior Coordinator, Charter Schools and Home Education Specialist is responsible for assisting in the supervision and management of charter schools and home education. Assists in monitoring compliance of charter schools and home education programs with District and state requirements. Responsibilities include goal setting, planning, organizing, coordination, decision-making, communication, and evaluating to improve learning processes and promote highest achievement for all students.

ESSENTIAL RESPONSIBILITIES

- Assists the Director, Charter Schools and Home Education in monitoring compliance of charter schools to ensure adherence to all applicable state and federal laws and regulations
- Assists in monitoring the implementation of each charter school's application and contract
- Assists in providing coordination and support among and between departments in the provision of "administrative and educational services" as prescribed in state statutes
- Works with Technology and Information Services in developing technology to monitor and track charter schools and home education programs
- Assists in providing technical assistance to charter schools, district personnel, and community members interested in charter schools
- Assists in disseminating information about charter schools to families and interested citizens.
- Assists in coordinating the charter application process
- Assists to ensure that charter schools adhere to all applicable state and federal laws and regulations
- Assists to ensure that charter schools and district operations are consistent with the terms of the charter
- Assists in receiving and investigating complaints about charter schools from parents, community members, or employees of the school and ensuring the charter school communicates its resolution
- Assists in reviewing charter applications
- Assists in coordinating the charter renewal process

SENIOR COORDINATOR, CHARTER SCHOOLS AND HOME EDUCATION SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Assists in monitoring the accurate and timely completions of reporting requirements• Assists in monitoring pre-opening charter school requirements (Such as: Certificate of Occupancy, Fire Inspection, Health Inspection)• Assists as needed in interpreting Florida Statutes and Pinellas County School Board policies and procedures for Home Education• Analyzes and uses data for decision-making• Collaborates with all members of the Charter School Home Education Department to help fully deploy and meet department goals• Participates in meetings which involve charter school or home education requirements• Attends professional meetings--national, state, and local to keep informed on current developments as they pertain to the charter schools or home education• Helps define and interpret goals for the department of charter schools and home education• Correlates directly with the credentialing team in human resources to monitor teacher credentialing• Plans and carries out monitoring site visitations to charter schools• Monitors charter schools and home education programs on a regular basis.• Provides 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; 6/13 LM; BOARD APPROVED: 7/30/13; REVISION OF TITLE-TO ALIGN WITH COMPREHENSIVE COMPENSATION PLAN, 8/13 LM, BOARD APPROVED:

SENIOR COORDINATOR, CHARTER SCHOOLS AND HOME EDUCATION SPECIALIST

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				

Senior Coordinator, Charter Schools and Home Education Specialist – PTS