



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0271  
Pay Grade: C09

FLSA: Exempt  
Administrative

**DIRECTOR, LIBRARY, TECHNOLOGY, INSTRUCTIONAL MATERIALS, MEDIA, TEXT, AND DIGITAL LEARNING**

**REPORTS TO:**

Associate Superintendent, Teaching and Learning Services

**SUPERVISES:**

Program Coordinator, ~~Academic Computing~~ Digital Learning  
Program Coordinator, Library Media  
Program Coordinator, Instructional Materials  
Instructional Staff  
Support Staff

**QUALIFICATIONS:**

Master's degree with certification in Administration and Supervision or Educational Leadership. Five (5) years related professional experience. Demonstrated organizational and communication skills. Must show evidence of working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.

**PREFERRED:**

Experience across various grade levels - elementary, middle, and high school. Demonstrated knowledge and expertise to facilitate development of complex data solutions and networking requirements. Demonstrated leadership in planning for and in utilizing technologies for academic instruction and data analysis. Certification in Library Media (K-12) or Technology Education or other related advanced degree.

**MAJOR FUNCTION**

The Director of ~~Library, Technology, Instructional Materials, Media, Text,~~ and Digital Learning is responsible for the supervision of library media/technology, instructional materials, and digital learning in elementary, middle high schools, and in exceptional student and adult centers. This responsibility includes providing leadership, developing strategic plans aligned to customer requirements, deploying processes to support strategic goals, developing and managing human resources, and monitoring progress toward goal measures. It also includes evaluating results in order to provide quality library/media programs and services. Provides instructional materials for effective instruction, academic software applications to support data management and analysis, as well as digital learning options for students. The Director supports student achievement by providing leadership and collaboration that ensures access to and effective use of diverse information and multimedia resources, instructional materials, supported by academic solutions through district and school library media/technology programs. The position requires collaboration with district departments, area superintendents, principals, and teachers in using current technologies to manage information, resources, and both state-adopted and non-state-adopted instructional materials.

**ESSENTIAL RESPONSIBILITIES**

- Communicates, plans collaboratively, and develops partnerships with other district departments, school administrators, vendors, library information specialists, textbook coordinators and the community

**DIRECTOR, LIBRARY, TECHNOLOGY, INSTRUCTIONAL MATERIALS, MEDIA, TEXT, AND DIGITAL LEARNING**

**ESSENTIAL RESPONSIBILITIES (Continued)**

- Coordinates department to consult with architects, principals, and library information specialists to administer the educational specifications for new construction/remodeling projects of library information centers, including furniture, shelving, network infrastructure, security system, and installation
- Recommends to principals, technology coordinators, and library information specialists the purchase of equipment to support audiovisual production, computer technology, local area network, and multimedia production, and digital learning materials
- Coordinates department to advise library information specialists on the selection and utilization of library materials, including print resources, audiovisual materials, computer software, and online services
- Promotes, reviews, and communicates progress toward division goals
- Manages data collection and reporting functions in library media/technology, academic computing, and digital learning; uses data in decision-making
- Represents department on cross-functional teams
- 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
- Communicates budget needs to the Teaching and Learning Services Leadership Team
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions
- Keeps abreast of the rapidly changing technological advances
- Coordinates the cataloging of print and non-print resources, application for the statewide union catalog, maintenance of the media resource library, and reinforcement of copyright law throughout the county
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Interprets impact of state legislation and State Board rule on library media/technology, instructional materials, and digital learning
- Plans and coordinates professional development opportunities for department staff, administrators, library media/technology specialists, technology specialists, and teachers
- Coordinates the allocation of available resources to school library information centers to support district goals, including block grant and state allocation
- Interprets and monitors for schools the school board curriculum policy regarding library media/technology; provides policy input
- Establishes and oversees annual budgets from various funding allocations to support library media/technology, instructional materials, and digital learning
- Provides leadership in the formulation of goals and objectives for the textbook depository; plans, manages, and evaluates effectiveness of the department
- 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
- Coordinates the supervision, development and implementation of textbook related procedures and the overall operation of the textbook depository
- 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

**DIRECTOR, LIBRARY, TECHNOLOGY, INSTRUCTIONAL MATERIALS, MEDIA, TEXT, AND DIGITAL LEARNING**

**ESSENTIAL RESPONSIBILITIES (Continued)**

- Ensures accurate records of deposits to and expenditures from the district textbook account
- Works with staff to evaluate 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
- Coordinates the responsibility for the annual state-adopted instructional materials process
- 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 not in conflict
- Participates in the legislative process as it relates to state-adopted instructional materials to seek adequate funding for instructional materials
- Maintains communication with Curriculum Specialists for planning purposes regarding adoption and other instructional materials needs
- Applies knowledge of Florida State Laws and Regulations, policies, and procedures pertaining to instructional materials
- Works closely with curriculum personnel to implement and evaluate academic computing initiatives
- Demonstrates initiative in identifying potential problems or opportunities for improvement
- Works in conjunction with region superintendents, principals, teachers, and curriculum leaders to provide each with effective data management tools to accurately analyze and use current information needed to make informed decisions
- Reviews and analyzes existing data solutions and facilitates revisions or new development of solutions to enable district users to effectively manage data and information
- Examines and analyzes existing schools’ learning challenges and facilitates the development of solutions utilizing instructional learning technology resources
- Directs the work of instructional technology and distance learning and their respective functions, ensuring that activities assigned are completed in the most competent, effective, and efficient manner
- Oversees all current and long-range instructional technology support budgets
- Assists schools and departments throughout the district in efforts to develop user technology skill proficiency to utilize technology to support operations while enhancing productivity and effectiveness
- Works in cooperation with all departments to effectively implement the district’s Technology Plan
- Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, and delivery of services
- 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: 6/13 LM; BOARD APPROVED: 7/30/13; REVISED PREFERRED 8/13 LM; REVISED TITLE, MF; 10/11/16 CH; BOARD APPROVED:

**DIRECTOR, LIBRARY, TECHNOLOGY, INSTRUCTIONAL MATERIALS, MEDIA, TEXT, AND DIGITAL LEARNING**

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: 8750  
Pay Grade: E05

FLSA: Exempt  
PTS

<b>PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS</b>
<b>REPORTS TO:</b> Director, <del>Library, Technology, Instructional Materials</del> <u>Media, Text, and Digital Learning</u>
<b>SUPERVISES:</b> Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university with Florida certification in an educational area. 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.
<b>PREFERRED:</b> Master's degree with certification in Administration/Supervision or Educational Leadership.
<b>MAJOR FUNCTION</b>
The Program Coordinator, Instructional Materials provides adequate and appropriate instructional materials countywide working with the Director, <del>Library, Technology, Instructional Materials</del> <u>Media, Text, and Digital Learning</u> and consultants in a mutual effort to provide the best possible instructional materials support to 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.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Provides leadership in the formulation of goals and objectives for the textbook depository; plans, manages, and evaluates effectiveness of the program</li><li>• Supervises supporting staff performing textbook and other instructional-materials-related activities in the textbook depository</li><li>• 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</li><li>• Supervises, develops, and implements textbook-related procedures and the overall operation of the textbook depository</li><li>• Prepares annual report for the Superintendent's information on lost and damaged materials</li><li>• Prepares the Annual Instructional Materials Budget for the district including school-based allocations and other programs requiring instructional materials allocations</li><li>• Periodically reviews and provides guidance to schools and centers regarding the usage of instructional material allocations</li><li>• Maintains accurate records of deposits to and expenditures from the district textbook account</li><li>• 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</li></ul>

## PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS

### ESSENTIAL RESPONSIBILITIES (Continued)

- 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

*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: 6/13 LM, BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED: 10/22/13; REVISED TITLE, RT, MF; 10/11/16 CH; 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: 8742  
Pay Grade: E05

FLSA: Exempt  
PTS

<b>PROGRAM COORDINATOR, <u>ACADEMIC COMPUTING</u> <u>DIGITAL LEARNING</u></b>
<b>REPORTS TO:</b> Director, <del>Library, Technology, Instructional Materials</del> <u>Media, Text</u> , and Digital Learning
<b>SUPERVISES:</b> Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university with Florida certification in Technology Education or an equivalent certification. 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.
<b>PREFERRED:</b> Master's degree from an accredited college or university in Technology Education; certification in Educational Leadership.
<b>MAJOR FUNCTION</b>
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.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Provides visionary leadership, oversight, and direction for all district technology applications for teaching and learning</li><li>• Develops plans to increase the level of technological literacy for students, teachers, and administrators</li><li>• Collaborates with other departments and divisions to facilitate access to and the implementation of technology</li><li>• Provides leadership in obtaining grants and other sources of funds to support innovative practices</li><li>• Assists in implementing the district's strategic goals and directions</li><li>• Investigates emerging technologies and assesses their potential for cost effective use</li><li>• Provides leadership in technology training, resources acquisition, and staff development</li><li>• Designs, coordinates, and provides educational technology in-service opportunities for school-based personnel</li><li>• Assists educators in using and integrating technology in the instructional program</li><li>• Models effective uses of appropriate instructional technology</li><li>• Supports teacher and student use of computers in classrooms</li><li>• Designs technology training programs for the district's television programming schedule</li><li>• Researches and negotiates contracts and agreements with consultants and vendors</li><li>• 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</li></ul>

**PROGRAM COORDINATOR, ~~ACADEMIC COMPUTING~~ DIGITAL LEARNING**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Designs and implements new programs and course curricula for computer education</li><li>• Recommends budget requirements to effectively support the district technology plan</li><li>• Coordinates, evaluates, delegates, and coordinates the work of designated staff members</li><li>• Prepares and presents reports on technology issues as directed by the Superintendent and Board</li><li>• Performs other related duties as required</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<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>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 6/13, LM; BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED: 10/22/13; REVISED TITLE, RT; 10/11/16 CH; BOARD APPROVED:

**PROGRAM COORDINATOR, ACADEMIC COMPUTING DIGITAL LEARNING**

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 Digital Learning – PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6561  
 Pay Grade: € E04

FLSA: Exempt  
 PTS

**FOOD SERVICE FIELD SPECIALIST COORDINATOR**

**REPORTS TO:**

Director, Food Services  
Assistant Director, Food Services

**SUPERVISES:**

Walter Pownall Services Center-based Food Service Managers, Specialists, and Assistants  
School-based Food Service Managers and Staff  
Summer Production Room Staff  
Summer Site-based Staff and Monitors

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Food and Nutrition, Institutional Food Management, or a related area. Three (3) years of related experience to include two (2) years' experience supervising or coordinating food service personnel. OR. An associate's degree from an accredited college or university in Food and Nutrition, Institutional Food Management or a related area, plus demonstrated completion of Food Service Industry-related management training. Five (5) years of related experience to include three (3) years' experience supervising or coordinating food service personnel.

**PREFERRED:**

Registered Dietician or experience as a District School Food Service Specialist/Supervisor.

**MAJOR FUNCTION**

Under the direction of the ~~Supervisor~~, Director/Assistant Director, Food Services (School Operations), this position oversees, coordinates and evaluates all phases of the food service operation in assigned schools/locations.

**ESSENTIAL RESPONSIBILITIES**

- ~~• Oversees and provides direction in the operation of the Food Service Department in assigned schools to ensure compliance with Federal, State and local procedures, policies and regulations~~
- ~~• Plans, with the Director, Food Services and Supervisor, Food Services (School Operations), for the supervision of school food service operations and works with other staff on adequacy of meals, snacks, and special nutritional needs to meet nutritional requirements and budget limitations~~
- ~~• Conducts annual school reviews to evaluate effectiveness of the school cafeteria operations~~
- ~~• Conducts Accuclaim reviews~~
- ~~• Monitors school's monthly management reports, identifies problems, visits schools and assists personnel in solving problems~~
- ~~• Monitors food service internal audit reports and visits schools to assist and discuss problems~~
- ~~• Monitors meat/frozen food, staple, paper goods, and equipment orders~~
- ~~• Monitors new managers in assigned schools to determine compliance with required regulations and identify areas where re-training is needed~~
- ~~• Provides assistance to schools in food production, portion control, and requisitioning/ordering of food~~
- ~~• Assists schools with food service staffing and performance evaluations~~
- Provides leadership and resources to district, departments, school administrators, and school-based food services staff
- Provides direction to ensure nutritional, financial, and regulatory accountability is maintained in assigned schools
- Monitors financial management of assigned schools; recommends cost-control measures
- Applies strategies to ensure high standards for quality food production, food services, safety, and sanitation
- Applies strategies for building a cohesive school nutrition team (communications, teambuilding, conflict resolution, and problem-solving)
- Oversees school-based staffing, including hiring, training, promotion, and discipline in compliance with district policy and labor law

**FOOD SERVICE FIELD SPECIALIST COORDINATOR**

**ESSENTIAL RESPONSIBILITIES (Continued)**

- Conducts annual appraisals for Food Service Managers and other assigned staff
- Oversees annual appraisals of school-based Food Service teams
- Conducts annual onsite reviews and follow-up reviews as scheduled/required
- Plans, presents, and attends professional development programs for school nutrition staff
- 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: 5/94 PBL; BOARD APPROVED: 5/11/94; REVISED (MQ'S): 10/96 PBL; BOARD APPROVED: 12/10/96; FORMAT CHANGE, PG, TITLE, RT, SUPERVISES, MQ, MF, ER: 09/11/16; BOARD APPROVED:

**FOOD SERVICE FIELD SPECIALIST COORDINATOR**

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				

Food Service Field Specialist Coordinator - PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>MAINTENANCE SCHEDULER</b>
<p><b>REPORTS TO:</b> Associate Superintendent, Operational Services</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Business Administration, Architecture, Engineering, Building/Construction Management, Education, or a related field with five (5) years' experience supporting building trades and technical skills or three (3) years of scheduling experience. <b>OR</b> Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position. Practical experience in general building design, remodeling, and maintenance work, preferably involving a public school system.</p> <p>Must hold a current Florida Driver's License or Florida Commercial Driver's License. Certification and training in State Requirements for Educational Facilities (SREF) as required in Florida Educational Facilities FS1013.01 – 1013.82 (2013). Demonstrated computer experience with proficiency in MS-Word and Excel, and web applications.</p>
<b>MAJOR FUNCTION</b>
<p>Responsible for scheduling work to be performed by all work centers and keeps management informed on developments which may require schedule review and revision. Work is performed independently and under general direction.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Prepares weekly work center schedule based on current workloads, backlog, availability of manpower and materials, and allowances for leave, travel time, etc.; schedules for logical sequence and integrates like jobs when appropriate.</li> <li>• Reviews job orders and accompanying plans; schedules a beginning and completion date for each job.</li> <li>• Maintains master schedule to show current status of work for budgeted, unbudgeted, and related projects.</li> <li>• Checks progress on job orders in work centers through personal contact, review of periodic reports on project progress and manpower, and review of the master schedule.</li> <li>• Reviews status reports.</li> <li>• Meets with staff on a routine basis and conducts scheduled meetings to determine available manpower for following week's schedule and to get progress reports on jobs.</li> <li>• Prepares trial schedules on manpower availability and review with staff.</li> <li>• Investigates unusual schedule deviations, trends, or variations in manpower and material expediting; informs staff of need to reschedule or take corrective action.</li> <li>• Assists on staff studies relating to methods and procedures for work scheduling and material procurement.</li> <li>• Performs other related duties as assigned.</li> </ul>

## MAINTENANCE SCHEDULER

<b>TERMS OF EMPLOYMENT</b>
<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>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 10/10/16 CH; BOARD APPROVED:

## MAINTENANCE SCHEDULER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Maintenance Scheduler – PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2205  
Instructional

FLSA: Exempt

**COORDINATOR, OTHER – ASSISTIVE TECHNOLOGY**

**REPORTS TO:**

Exceptional Student Education Specialist

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Master’s degree from an accredited college or university. State certification in Exceptional Student Education or a related field. Five (5) years of related professional experience in assistive technology, including Prek-12. Demonstrated knowledge of best practices in assistive technology in an educational setting.

**MAJOR FUNCTION**

Assists the ESE Specialist with overall coordination of assistive technology services to students.

**ESSENTIAL RESPONSIBILITIES**

- Promotes the consideration of assistive technology needs for all students in the IEP process
- Facilitates the assessment of assistive technology needs for all students in the IEP process
- Provides guidance in the detailed documentation of assistive technology in the IEP
- Provides guidance in the implementation of assistive technology
- Promotes progress monitoring of assistive technology effectiveness
- Assists in the provision of professional development for assistive technology
- Disseminates assistive technology procedures and guidelines
- Guides service providers in understanding their role regarding assistive technology
- Demonstrates the competencies needed to support quality assistive technology services
- Evaluates existing district assistive technology services and makes modifications as needed
- Keeps inventory of equipment
- Assists the extended school year program in providing the necessary assistive technology for students
- Collaborates with the Department of Education regarding implementation of state and regional initiatives
- Develops and implements a plan for personal professional development to include up-to-date research in the field
- Participates in relevant professional organizations and conferences throughout the year
- Performs other related duties as required

**TERMS OF EMPLOYMENT**

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

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

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

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 09/11/16 CH; BOARD APPROVED:

**COORDINATOR, OTHER – ASSISTIVE TECHNOLOGY**

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				

Coordinator, Other – Assistive Technology - INS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: D05

FLSA: Non-Exempt  
PESPA

<b>ANIMAL CARETAKER</b>
<b>REPORTS TO:</b> School Administrator
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from high school or possession of a GED, plus (1) year of experience performing most of the above mentioned duties or an equivalent combination of education, training, and experience.
<b>MAJOR FUNCTION</b>
Under the direction of the veterinary teachers, is responsible for the health, welfare, and upkeep of the animals and their shelters, as well as feeding and caring for animals and their shelters on non-school days.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Waters and feeds animals on campus</li> <li>• Cleans and sanitizes all small and large animal housing areas daily</li> <li>• Administers medication and/or treatment</li> <li>• Monitors animal housing facilities for safety, cleanliness and sanitation</li> <li>• Observes animals for illness or injury</li> <li>• Communicates and reports to veterinary teachers any instances of illness, injury, and/or unsafe conditions</li> <li>• Communicates and reports to veterinary teachers any need for feed, medication, or supplies</li> <li>• Performs other related duties as assigned</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<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>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 09/11/16 CH; BOARD APPROVED:

## ANIMAL CARETAKER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Animal Caretaker - PESPA