

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0055
Pay Grade: C08

FLSA; Exempt
Administrative

ASSISTANT ADMINISTRATOR, PINELLAS TECHNICAL COLLEGE
<p>REPORTS TO: Director, Pinellas Technical College (PTC)</p>
<p>SUPERVISES: Instructional Staff Support Staff</p>
<p>QUALIFICATIONS: Master's degree or Post-Standard Certificate from an accredited college of university. Certified or eligible for a Florida certificate as Vocational Education Director or Florida certification in Administration/Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of professional experience at the secondary or postsecondary level.</p>
MAJOR FUNCTION
<p>The Assistant Administrator, PTC performs administrative duties at the Pinellas Technical College. The position performs responsible administrative and supervisory tasks that align with the district's strategic directions.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Advocates, facilitates, and monitors the implementation of effective daytime and evening programs. • Works collaboratively with the site administrator and PTC Director to coordinate all phases of center operations to ensure the implementation of an integrated management system. • Performs other leadership duties as assigned by the site administrator or PTC Director. • Facilitates and monitors the implementation of strategies and action plans that support PTC strategic directions. • Supports the development of a school improvement plan aligned to the district's strategic plan. • Supports a system that focuses on the achievement and satisfaction on internal and external customer requirements. • Assists in monitoring customer satisfaction and dissatisfaction results. • Prepares reports required by the district, state, and federal agencies using information system data and the analysis of results. • Supports training opportunities that align to the goals in the colleges' strategic plan. • Assists in the recruitment, selection, orientation, and recognition of all instructional and supporting personnel. • Assists in monitoring the systematic processes used to achieve the goals of the colleges' strategic plan and the delivery and improvement (PDSA) of the postsecondary teaching and learning process. • Assists in advocating, facilitating, and monitoring systems that examine the colleges' performance level and improvement trends in technical/vocational achievement, college operations, support processes, supplier and partner relationships, customer satisfaction, human resources, and financial results. • 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: 5/99 PBL; BOARD APPROVED: 6/15/99; REVISE TITLE, MF, D&R, MQ's: 4/08 AK; REVISED TITLE, MF, D& R, MQ's LMCK; BOARD APPROVED: 7/29/08; REVISED FORMAT, RT, SUPERVISES, MQ, ER; 7/10/16 CH; BOARD APPROVED: 8/23/16

ASSISTANT ADMINISTRATOR, PINELLAS TECHNICAL COLLEGE

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				

Assistant Administrator, Pinellas Technical College – ADM