

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0544
Pay Grade: C07

FLSA: Exempt
Administrative

ADMINISTRATOR, DEPARTMENT OF JUVENILE JUSTICE /EDUCATIONAL ALTERNATIVE SERVICES

REPORTS TO:

Director, Educational Alternative Services

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Master's degree with certification in a subject area and/or social science area and certification in Administration and Supervision at the elementary and/or secondary level, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years teaching experience. Demonstrated knowledge of dropout prevention strategies. Demonstrated proficiency in oral and written communication skills. Must show evidence of working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.

MAJOR FUNCTION

The Administrator, Department of Juvenile Justice (DJJ) / Educational Alternative Services coordinates and administers the district's juvenile justice and educational alternative programs and provides services and articulation of such among other programs.

ESSENTIAL RESPONSIBILITIES

- Serves as a representative to the Teaching and Learning Services Team
- Assists the Director, Educational Alternative Services in developing, implementing, and formulating goals and objectives for DJJ and educational alternative services programs
- Articulates curriculum and testing issues with subject core specialists
- Determines and develops budgets, staffing models, and FTE projections for all school-based programs, the educational alternative school, and for the after-school tutoring programs.
- Implements priorities and monitoring all school-based and out-of-school programs for compliance with dropout prevention law, Florida Statutes, State Board rules, district policies, and other applicable regulations and guidelines
- Administers out-of-school educational alternative programs including selecting, supervising, and evaluating teachers; implementing Pinellas County School Board Policies and Procedures and providing curriculum materials
- Prepares and implements local, state, and federal grant projects
- Plans, coordinates, and presents professional development trainings to appropriate staff members
- Creates, edits, and prepares forms used in monitoring educational alternative programs.
- Selects and distributes instructional materials for educational alternative school programs
- Edits, organizes, and distributes manuals, and other materials annually and on an as-needed basis to teachers, school personnel, and community including revisions to the District's Comprehensive Educational Alternative Services Plan
- Presents program information to schools regularly and to community groups upon request
- Articulates with transportation and budget
- Participates in all activities related to planning, implementing, supervising, and administering out-of-school and school-based educational alternative programs

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ESSENTIAL RESPONSIBILITIES (Continued)

- Supervises clerical help and staff positions
- Collaborates with individual teachers, school administrators, teams, and staff regarding educational alternative issues
- Plans, organizes, and conducts regularly scheduled meetings with school-based educational alternative services program personnel
- Articulates with food service, textbook depository, testing, and other administrative offices as service needs arise.
- Administers beginning teacher portfolios in school-based educational alternative programs (upon request) and the educational alternative school
- Hires and monitors teachers for the after-school tutoring programs
- Attends state and national conferences; serves on various boards and committees relating to educational alternative services; attends faculty, curriculum, and parent meetings as needed
- Performs other 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: TITLE, RT, MF, ER 11/14 CH; BOARD APPROVED: 12/09/14

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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				

Administrator, Department of Juvenile Justice / Educational Alternative Services – PTS