

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER – PPPSSD (Parentally-Placed Private School Students with Disabilities)

REPORTS TO:

Exceptional Student Education Specialist

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Bachelor's degree or higher from an accredited college or university. Five (5) years of related professional experience in Exceptional Student Education.

MAJOR FUNCTION

Assists the ESE Specialist with the overall coordination of the PPPSSD grant and the coordination of student services.

ESSENTIAL RESPONSIBILITIES

Under the direction of the ESE Specialist,

- Assists in the development and implementation of processes to monitor the PPPSSD program.
- Applies knowledge of operational, organizational, fiscal, and procedural regulations to the operation of PPPSSD.
- Assists in development and provision of district training components for new and existing PPPSSD staff.
- Monitors ongoing student services related to the PPPSSD program for effectiveness and compliance with district, state, and federal guidelines.
- Applies knowledge of operational, organizational, fiscal and procedural regulations to the operation of the PPPSSD.
- Maintains current knowledge of state and federal statutes, and guidelines, as well as best practices, related to PPPSSD.
- Assigns staff and shifts assignments as needed to ensure services to students.
- Serves as a district's resource person and point of contact for PPPSSD.
- Maintains PPPSSD database.
- Organizes and plans annual consultation meetings with private school administrators.
- 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: 07/10/16 CH; BOARD APPROVED: 08/23/16

COORDINATOR, OTHER – PPPSSD (Parentally-Placed Private School Students with Disabilities)

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 – PPPSSD (Parentally-Placed Private School Students with Disabilities) - INS