

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8020  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>ASSISTANT MANAGER, ALPHA PROGRAM</b>
<b>REPORTS TO:</b> Director, Educational Alternative Services
<b>SUPERVISES:</b> Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university with Florida certification in Elementary Education. Five (5) years related professional experience in counseling, education and supervision or related areas.
<b>PREFERRED:</b> Master's degree from an accredited college or university with certification in Supervision, Educational Leadership, or an equivalent as defined by the Florida Department of Education.
<b>MAJOR FUNCTION</b>
This position reports to the Educational Alternative Services Administrator and coordinates with the host school principal and Operation PAR. This position serves as a liaison between the above and the Alpha staff and off-site school principals served. This position is responsible for the Alpha program and assumes duties assigned by the supervisor, working in conjunction on all essential duties with Operation PAR.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Developing, implementing and evaluating school and Educational Alternative Services philosophy, goals and district and state goals, objectives in relation to the Alpha program</li><li>• Attending all required host school faculty and staffing team meeting</li><li>• Determining staffing needs including selection, supervision, staff development and evaluation of all Alpha personnel</li><li>• Supervising pupil services (i.e., attendance, discipline, counseling)</li><li>• Developing and maintaining a positive school/community climate and safe and healthy environment</li><li>• Implementing Pinellas County School Board Policies and Procedures as they relate to students, staff and school community</li><li>• Implementing and evaluating the Alpha school instructional program based on student need</li><li>• Supervising Alpha student movement in all aspects of the program including cafeteria, student discipline and buses</li><li>• Planning for and supervising Alpha activities</li><li>• Maintaining, ordering and inventorying textbooks, materials and equipment</li><li>• Directing, maintaining and preparing of program records and reports</li><li>• Planning and supervising team meetings</li><li>• Coordinating clinical services including team treatment planning, scheduling of individual, group and family counseling, parent training, weekly staffing of each child's progress and home visitation program with counselors and Alpha teachers</li><li>• Maintaining client caseload as necessary</li><li>• Conducting liaison activities with school staff and Operation PAR</li></ul>

**ASSISTANT MANAGER, ALPHA PROGRAM**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Maintaining program in accordance with grant, state, county, Juvenile Welfare Board, and other applicable regulations and guidelines</li><li>• Attending PAR staff meetings as required</li><li>• Performs other 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>
<p>ISSUED: 7/88 PBL; BOARD APPROVED: 8/10/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (MF/D &amp; R): 9/7/99 PBL; REVISED FORMAT, TITLE, SALARY SCHEDULE, MF, ER, ADA, 9/15 CH, BOARD APPROVED: 10/27/15</p>

**ASSISTANT MANAGER, ALPHA PROGRAM**

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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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 Manager, Alpha Program PTS