



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0053
Pay Grade: C07

FLSA: Exempt
ADMIN

ASSISTANT DIRECTOR, COMMUNITY SCHOOLS MODEL (Grant-Funded)
REPORTS TO: Director, Title I
SUPERVISES: Support Staff
QUALIFICATIONS: Master’s degree from an accredited college or university in the area of administration and supervision, educational leadership, or an equivalent certification as defined by the Florida Department of Education. Demonstrated experience in program planning and implementation. Demonstrated strong communication and leadership skills.
MAJOR FUNCTION
Responsible for developing and implementing the Community School Model through strong partnerships with community service providers, non-profits and government agencies.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Develops a thorough understanding of the research and frameworks around the community school model in order to implement this model in our district • Partner with the principals, Community School Advisory Teams, district staff, parents, and community service providers to gain a comprehensive understanding of the approach and existing partnerships necessary • Assesses customer satisfaction and plans for improvements • Develops a framework for the community school model that is grounded in best practices, embedded in the school structure and aligned to state standards • Assesses the landscape of services available in the community, reviews existing needs assessments and completes any additional assessment deemed necessary • Facilitates the development and implementation of the community school strategic plan in collaboration with school and community members/partners and ensures the alignment of solutions to needs • Leads partnership development for the community school model and oversees those partnerships on an ongoing basis • Develops infrastructure and processes for the day to day management of community school activities • Collaborates in the development of metrics and outcomes for measuring success • Leads evaluation and continuous improvement processes for the community school work using the community school standards framework • Serves as a content area expert of the community school model and educates stakeholders about the approach • Performs other related duties as required

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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: 09/05/17 PK; BOARD APPROVED: 10/10/17

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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				