



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C08

FLSA: Exempt
ADMN

ASSISTANT DIRECTOR, CONTINUOUS IMPROVEMENT (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 strategic planning, project management, and qualitative research.
MAJOR FUNCTION
Responsible for building district and school capacity to manage performance in School Improvement Grant (SIG) 1003(6) by supporting day-to-day implementation of the SIG plan to promote fidelity and enhance effectiveness. The Assistant Director will evaluate implementation of the SIG 1003(g) grant and make recommendations for sustainability and scalability.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> Enhances effectiveness of implementation of SIG grant by developing an understanding of the context and needs of the district and school(s) as an embedded observer of professional development, district and school leadership team meetings, common planning time, student enrichment activities, parental and community engagement events, data reviews, instructional reviews, and learning walks. Coaches district in documenting SIG implementation to ensure lessons learned are captured in a format that is meaningful and useful to the school(s), district, Florida Department of Education (FLDOE) and the U.S. Department of Education (USED). Assists district in analyzing collected documentation and data at specified checkpoints to determine whether plan is being implemented as intended and having desired impact. Acquires deep understanding of the SIG plan(s), advocates for the fidelity of the plan, facilitates problem solving when needed to refine the plan, and helps the district determine when an amendment is necessary. Assists district in maintaining alignment of plans (e.g., district improvement and assistance plans [DIAPs], school improvement plans [SIPs], turnaround option plans [TOPs], federal program applications). Helps district understand required procedures and timelines for completing SIG deliverables and submitting amendments to ensure continued funding. Makes connections and promotes collaborative relations between FLDOE, DA regional team members, district, and school(s). Collaborates with Regional Executive Director and others to plan and execute regional or statewide meetings, workshops, and professional development for SIG districts and schools. Reviews data to determine the effectiveness of all instructional programs and class offerings in schools and reports findings. Performs other related duties as required.
TERMS OF EMPLOYMENT
<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>
HISTORY OF JOB CLASSIFICATION
ISSUED: 06/26/17 CH; BOARD APPROVED:

ASSISTANT DIRECTOR, CONTINUOUS IMPROVEMENT

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 Director, Continuous Improvement - ADMN