



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0052
Pay Grade: C08

FLSA: Exempt
Administrative

**ASSISTANT DIRECTOR, ESSER
(Elementary and Secondary School Emergency Relief)**

REPORTS TO:

Director, Federal Projects

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Master’s degree from an accredited college or university with state certification in Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Administrative or supervisory experience, with demonstrated experiences in strategic planning, leadership and supervision.

MAJOR FUNCTION

The Assistant Director, ESSER (Elementary and Secondary School Emergency Relief) provides direct grant management support, guidance, and oversight to Pinellas County Schools to ensure the district utilizes all funding within grant parameters and leverages the investment to positively and sustainably change the district for increased student achievement.

The Assistant Director manages a significant budget allocated to Pinellas County Schools in response to the COVID-19 pandemic. Responsible for planning, coordinating, budgeting and implementing initiatives to eliminate the impacts of COVID-19, create enhanced academic supports, develop modernized district systems and practices and accelerate student learning past pre-COVID performance. Provide assistance to district administrators and principals. Ensures that areas of needed improvement are given adequate support, resources, monitoring and oversight to accomplish the goals of ESSER funds.

This position will sunset when with the federal/state funding for ESSER ends (anticipated to be in 2024).

ESSENTIAL RESPONSIBILITIES

- Leads the work and collaborates with district and school staff to develop and provide grant management for all federal/state funding received due to the impact of COVID-19.
- Collaboratively facilitates cross-functional problem-solving and planning between district departments.
- Works in collaboration with Strategy and Impact to lead projects, programs and activities designed to accomplish the objectives of these funds including, but not limited to, strategy development, procurement processes and fiscal oversight.
- Collaborates with district and school staff to develop and implement plans to eliminate the impacts that resulted from the COVID-19 pandemic.
- Collaborates with the TIS and Strategy and Impact departments to ensure there are adequate data tracking systems are in place to monitor all plans.
- Remains current on laws and requirements regarding this allocation and meets with related staff to interpret the laws and requirements in order to implement the identified programs.
- Serves as the state point of contact for all grant inquiries and reports.
- Ensures the timely development, amendment and reporting of grant activities.
- Coordinates and facilitates state and federal monitoring of this allocation by the Department of Education, Auditor General, and independent auditors.
- Prepares periodic reports for district leadership and the community on measures of progress.
- Communicates the activities and efforts in achieving the goals of federal/state funding due to the impact of COVID-19.
- Performs other related duties as assigned.

ASSISTANT DIRECTOR, {ESSER} (ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF)

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: 5/12/21 LM; BOARD APPROVED: 06/08/21

ASSISTANT DIRECTOR, ESSER (ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF) (ESSER)

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 Director, ESSER (Elementary and Secondary School Emergency Relief) - ADM