

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER – PROFESSIONAL DEVELOPMENT ARTS EDUCATION
REPORTS TO: Grant Project Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university. State certification in K-12 Music or K-12 Visual Arts Education. Five (5) years of successful teaching or related professional experience. PREFERRED: Master's degree from an accredited college or university in related field. Experience in budget and resource allocation. Demonstrated leadership experience and successfully teaching elementary art or music in a Title 1 school.
MAJOR FUNCTION
Responsible for implementing grant project, providing technical assistance, service delivery, and training activities to assist grant schools. Activities may include but are not limited to development of products related to training and professional development for art and music teachers. The coordinator interacts with community partners to provide wrap-around service to support student learning.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Coordinates grant-funded program development and implementation for identified schools/departments• Align arts program activities with grant goals and district goals• Collaborates with school-based and district office personnel, federal grant program staff, and with contracted project evaluators to ensure achievement of grant goals• Develops overall grant program implementation timelines• Manages budgets and monitors expenditures for compliance with grant requirements• Serves as liaison with school-based personnel, district-level staff, and arts community partners• Coordinates and assists with grant program evaluation• Prepares and disseminates information on the effectiveness of grant program implementation• Prepares grants performance reports and submits to federal program officer and special projects office• Coordinates development and implementation of teacher training in support of grant goals• Provides professional development and training for stakeholders related to grant goals• Provides district, school, and community direct consultation, support, and assistance based on identified needs• Facilitates or participates in federal, state, or local activities, meetings, workgroups, and other collaborative efforts with the intended purpose of disseminating information, coordinating project services and activities, or sharing expertise• Collects and analyzes data related to grant goals• Performs other related work 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: 10/31/14 CH; BOARD APPROVED: 12/09/14

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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 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				

Coordinator, Other – Professional Development Arts Education - INS