

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Pay Grade: Instructional

FLSA: Exempt

COORDINATOR, OTHER - ADULT MULTILINGUAL SERVICES	
REPORTS TO:	Managing Officer, Adult Education
SUPERVISES:	Not Applicable
QUALIFICATIONS:	Bachelor's degree from an accredited college or university. Florida Department of Education certificate in an academic field and 18 hours of multilingual training. Demonstrated ability in oral and written communication skills, planning, and organization. Three (3) years of related professional experience.
PREFERRED:	Adult multilingual teaching experience.
MAJOR FUNCTION	
Responsible for providing curricular and technical support to teachers and administrators for adult multilingual education programs.	
ESSENTIAL RESPONSIBILITIES	
<ul style="list-style-type: none"> • Coordinates the development and implementation of curriculum, student assessment procedures, and performance reporting for adult multilingual programs. • Provides ongoing support to teachers and administrators in the implementation of adult multilingual classes. • Regularly visits and monitors class sites, both during the day and evening, to provide instructional resources and maintain interagency communication. • Promotes and develops onsite adult multilingual classes at community-based and school facilities in collaboration with school administrators. • Develops and provides appropriate professional development training for teachers. • Evaluates, recommends, and distributes published instructional materials, instructional software, and online instructional resources to teachers. • Assists with orientation and onsite induction of new teachers. • Assists with adult education grant development and implementation of grant activities and reporting. • Performs other related work as assigned. 	
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 the 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: 9/13 LM, BOARD APPROVED: 12/10/13; REVISED: TITLE, MQ, MF, ER 06/02/25 MV; BOARD APPROVED: 07/29/25	

COORDINATOR, OTHER - ADULT MULTILINGUAL SERVICES

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					
3. Lift objects weighing 51 to 100 pounds					
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					
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				

Coordinator, Other – Adult Multilingual Services - Instructional