



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2205  
Instructional

FLSA: Exempt

<b>COORDINATOR, OTHER – FLORIDA FIRST START</b>
<b>REPORTS TO:</b> Director, ESE
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor’s degree from an accredited college or university with state certification in Early Childhood, Elementary Education, Exceptional Student Education, or a related field. Three (3) years of related professional experience that includes early childhood and developmentally appropriate practices and budget and resource allocation.  <b>PREFERRED:</b> Master’s degree from an accredited college or university with state certification in Early Childhood, Elementary Education, Exceptional Student Education, or a related field.
<b>MAJOR FUNCTION</b>
This position is responsible for enforcing performance of the terms and conditions of the agreement between the Early Learning Coalition of Pinellas, Inc., and Pinellas County School Board (PCSB) and to serve as a liaison between the Coalition and PCSB.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Coordinates and oversees program development and implementation in accordance with the terms of the agreement.</li> <li>• Aligns program activities with agreement goals and objectives and district goals and objectives.</li> <li>• Follows agreement timeline with submission of monthly reports, annual report, and requested data.</li> <li>• Monitors program data.</li> <li>• Develops and manages budget and monitors expenditures for compliance with terms of agreement and federal and/or state requirements.</li> <li>• Coordinates development and implementation of staff training in support of program goals and objectives.</li> <li>• Coordinates efforts with community agencies to coordinate services for Florida First Start families.</li> <li>• Provides support and guidance for program staff.</li> <li>• Refers children and families for services as needed.</li> <li>• Performs related duties as required.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<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>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 02/02/18 PK; BOARD APPROVED: 02/27/18

**COORDINATOR, OTHER – FLORIDA FIRST START**

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 – Florida First Start