



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0269 REVISED
 Pay Grade: C09

FLSA: Exempt
 Administrative

DIRECTOR, STUDENT DEMOGRAPHIC ASSIGNMENT – SCHOOL CAPACITY
<p>REPORTS TO: Associate Superintendent, Operational Services</p>
<p>SUPERVISES: Support Staff</p>
<p>QUALIFICATIONS: Master’s degree from an accredited college or university, certification in Educational Administration, Education Leadership, Administration and/or Supervision, or a related field. Five (5) years of related experience in managerial roles</p> <p>PREFERRED: Administrative experience in both school-based and district-level roles; established community contacts within the school district; experience with some component of student assignment certification in Educational Leadership or an equivalent certification as defined by the Florida Department of Education.</p>
MAJOR FUNCTION
<p>Responsible for all aspects of student assignment: enrollment projections and school capacities with specific responsibility for monitoring and adjusting attendance patterns to meet class size requirements. Other responsibilities shall include but not be limited to transportation, facilities and properties, Exceptional Student Education (ESE) unit placements, equity of resource allocations, staffing, public relations, capital and operational budgets, internal and external communications, and community involvement.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Coordinates various departments’ roles and involvement with developing and implementing the student assignment plan • Confers regularly with senior administrative and legal staffs to review progress, to anticipate critical issues, and to evaluate alternatives in resolving problems relating to student assignment • Authorizes the development of new plans, policies, practices, or guidelines to address unanticipated issues or events associated with student assignment planning and implementation • Participates in high level decision-making activities within all departments of the district as aspects of the student assignment are considered • Serves as an advisor to the Superintendent’s Cabinet • Monitors components of the unitary and choice plans and ensures the integration of these plans into any new or revised student assignment plans • Surveys audiences and stakeholders prior to and during the development and implementation phases of revisions to the student assignment plan • Selects, reviews, collects, reports, and maintains information and data relating to student assignment to ensure systemic and standardized processes • Interprets components of the Florida Statutes, the Florida Administrative Code, and Pinellas County School Board policy and procedures relating to student assignment • Coordinates personnel and other resources throughout the district’s organization structure to achieve goals of the student assignment department • Administers budgets and supervises the staff assigned to the student assignment department • Develops, adjusts, and monitors timelines for the implementation of all components of the district’s student assignment plan

DIRECTOR. STUDENT DEMOGRAPHICS ASSIGNMENT – SCHOOL CAPACITY

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Coordinates the development of various media and marketing products relating to student assignment• Serves on district and community committees to ensure an understanding of the components of the student assignment plan• Facilitates the development of internal and external partnerships to improve the services and performance of the student assignment department• Presents timely reports and data to the School Board, Superintendent’s Cabinet, and Executive Leadership Team (ELT)• 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: 5/10, LMCK; BOARD APPROVED: 5/25/2010, REVISED JOB TITLE, DUTIES AND RESPONSIBILITIES, MQ10/23/20 LM; BOARD APPROVED:

DIRECTOR. STUDENT DEMOGRAPHICS ASSIGNMENT – SCHOOL CAPACITY

<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				

Director, Student Demographics Assignment – School Capacity - ADM