



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8160  
Pay Grade: E07

FLSA: Exempt  
PTS

<b>DISTRICT APPLICATION PROGRAMS SPECIALIST</b>
<b>REPORTS TO:</b> Executive Director, Middle School Education
<b>SUPERVISES:</b> Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Master's degree from an accredited college or university with Florida certification in any subject area. Five (5) years related professional experience. Demonstrated organizational and communication skills.
<b>PREFERRED:</b> Doctoral degree in one or more subject or curriculum and instruction. Experience in educational administration/supervision, district-level curriculum or program development (particularly magnet and themed curriculum programs), planning and presenting training for teachers and/or other training in particular programs such as Advanced International Certificate of Education (AICE) or International Baccalaureate (IB).
<b>MAJOR FUNCTION</b>
The District Application Program (DAP) Specialist is responsible for coordination and implementation of DAP recruitment efforts, the application and acceptance process, program evaluations, and the development and implementation of magnet programs, including AICE and IB programs at all levels. This responsibility includes goal setting, researching, strategic planning, organizing, coordinating, decision-making, training, communicating, and evaluating.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Collaborates extensively with the principals of the District Application Program host schools in the process of hiring certified and qualified staff, interpreting and updating policy related to District Application Programs, and budgeting for the curriculum needs associated with the program theme</li> <li>• Advocates, facilitates, and monitors the development and implementation of IB AICE, and other themed programs including procurement of additional funds like federal Magnet Schools Assistance Program and other state and federal grants</li> <li>• Coordinates curriculum development/articulation and professional learning for IB, AICE, and other themed program staff across all levels</li> <li>• Assists IB, AICE, and other themed programs in securing appropriate instructional materials</li> <li>• Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and outcome measures within the office, department, and division</li> <li>• Evaluates and improves the planning process</li> <li>• Coordinates marketing/recruitment efforts for District Application Programs</li> <li>• Collaborates with strategic communications and central printing offices to develop and maintain brochures and other marketing materials</li> <li>• Communicates budget needs to district leadership</li> <li>• Facilitates articulation of the District Application Programs</li> <li>• Manages data collection and reporting functions related to District Application Programs; uses data in decision-making</li> <li>• Represents District Application Programs on cross-functional teams</li> <li>• Articulates with Career and Technical Education and Content Specialists for the development and continuous improvement of District Application Programs</li> </ul> <p>Represents the district at state, regional, and national conferences on effective practices in school choice</p>
<b>ESSENTIAL RESPONSIBILITIES</b>

## DISTRICT APPLICATION PROGRAMS SPECIALIST

- Serves as a liaison with community groups, parents, colleges and universities, and other agencies to promote the growth and improvement of District Application Programs
- Solicits and listens to stakeholder input from staff, schools, parents and community to include development of advisory boards for District Application Programs
- Continually evaluates and improves stakeholder satisfaction processes
- Collaborates with Technology and Information Systems; Assessment, Accountability, and Research; and schools to determine data needs and formats for school and district analysis
- Establishes and oversees annual budgets from various funding allocations to support District Application Programs
- Produces quarterly community District Application Programs newsletter
- Performs other duties as required

### 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: 05/08/15; BOARD APPROVED: 05/19/15, REPORTS TO CHANGE 08/07/19 LM

## DISTRICT APPLICATION PROGRAMS SPECIALIST

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 computer					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				

District Application Programs Specialist - PTS