



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: C12

FLSA: Exempt  
Administrative

**MINORITY ACHIEVEMENT OFFICER**

**REPORTS TO:**  
Superintendent

**SUPERVISES:**  
Support Staff

**QUALIFICATIONS:**  
Master’s degree from an accredited college or university in the area of educational administration and supervision, educational leadership, or an equivalent certification as defined by the Florida Department of Education. Three (3) years administrative or supervisory experience and demonstrated experience in program planning and implementation. Demonstrated strong communication and leadership skills.

**MAJOR FUNCTION**

Responsible for planning, coordinating, and implementing initiatives to close all gaps between various groups. The Minority Achievement Officer will provide assistance to district administrators and principals in all schools. Ensure that areas of needed improvement are given adequate support and resources to accomplish the goal of eliminating all gaps.

**ESSENTIAL RESPONSIBILITIES**

- Collaborates with district and school staff to develop and implement plans to close the achievement gaps in ELA, math, and science
- Collaborates with district and school staff to develop and implement plans to close the achievement gaps in discipline to include the number of referrals, in-school suspensions, out of school suspensions, and arrests
- Collaborates with district and school staff to develop and implement plans to close the achievement gaps in the promotion and graduation rates
- Collaborates with district and school staff to develop and implement plans to close the achievement gaps in attendance rates
- Works with various community groups to fully engage the community in all closing the gap efforts
- Develops and implements plans to increase the number of minority students taking advanced placement and higher level courses
- Develops and implements plans to increase the number of minority students in gifted programs
- Develops and implements plans to increase the number of minority students in STEM programs
- Collaborates with the TIS department to ensure there are adequate data tracking systems in place to monitor all plans
- Engages parents and the community in all efforts of the district in closing the gaps
- Develops and implements plans to decrease the number of minority students identified for special education services
- Develops and implements plans to increase the number of minority students who demonstrate readiness for college and careers after graduation
- Develops and implements plans to improve the participation and performance of minority students in PreK programs
- Collaborates with district and school staff to develop and implement plans to increase the mentoring opportunities for minority students
- Performs other related duties as required

**MINORITY ACHIEVEMENT OFFICER**

**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: 04/01/16 CH; BOARD APPROVED:

**MINORITY ACHIEVEMENT OFFICER**

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 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					
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Minority Achievement Officer – ADM