

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0620  
Pay Grade: E07

FLSA: Exempt  
PTS

**WORLD LANGUAGES SPECIALIST**

**REPORTS TO:**

Executive Director, High School Education

**SUPERVISES:**

Support Staff

**QUALIFICATIONS:**

A Master's degree from an accredited college or university with certification in a world language. Five (5) years of related professional experience to include three (3) years of successful teaching and/or administrative experience. Fluent in at least one world language. Demonstrated organizational and communication skills.

**PREFERRED:**

Certification in Administration/Supervision, Educational Leadership, or School Principal.

**MAJOR FUNCTION**

The purpose of this position is to direct the World Languages programs by searching out the best materials and methods for use and continue the development of curriculum, improve instruction, and coordinate the articulation in our World Languages.

**ESSENTIAL RESPONSIBILITIES**

- Assists in planning a total education program for the county (includes world languages budget).
- Provides leadership in the development, writing, and implementation of the world languages curriculum.
- Serves as a consultant to teachers, principals, central office staff, professional organizations, and community groups.
- Acts a liaison person between World Languages Teachers and Teaching and Learning Services division.
- Organizes and supervises general world languages staff development programs.
- Observes classes, participates in instructional support model visits to schools, and assists teachers in the evaluation of the outcome of instruction.
- Secures materials of instruction and equipment for students and teachers in special programs.
- Places new materials in schools for student and teacher evaluation.
- Plans for county evaluation, adoption, and efficient use of state textbooks.
- Recommends the placement of student teachers and works with the college and university personnel in the student-teacher program.
- Provides a central library of current professional materials (print and nonprint) to be used in the classroom by the students and teachers of French, German, Greek, Latin and Spanish.
- Works with teachers toward smooth articulation of instructional levels.
- Represents the county at any official local, state, or national functions and brings back new ideas and materials for the improvement of the programs of local schools.
- Interprets the World Languages Program to the public.
- Performs other related duties as assigned.

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**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: 3/82; TITLE BOARD APPROVED: 3/19/86; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; TITLE CHANGE 8/00; BOARD APPROVED: 8/15/00; REVISED PG, TITLE, MQ, MF, DR: 5/19/15; BOARD APPROVED: ; REVISED MQs 04/12/21, LM; BOARD APPROVED: 04/27/21

## WORLD LANGUAGES 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				

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