

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7413
Pay Grade: G02 E03

FLSA: Exempt
P/T/S

TRAINING SPECIALIST JOURNEYS IN JOURNALISM PROGRAM LIAISON

REPORTS TO:

Principal at Melrose Elementary School (evaluation)
Principal at John Hopkins Middle School
Principal at Lakewood High School

SUPERVISES:

Not applicable

QUALIFICATIONS:

Requires a four (4) year college degree in an appropriate field, plus three (3) to five (5) years of training experience in areas such as management development or targeted selection, or the equivalent of education or experience.

MAJOR FUNCTION

~~Develops, conducts and coordinates district wide training and programs. This includes training for administrative, instructional, non-instructional, student, parent and/or community groups. Primary liaison for the Journeys in Journalism Program with the participating schools, students, instructional staff, parents and community. Supervises newsroom performance and content of journalism publications at Melrose Elementary, John Hopkins Middle and Lakewood High schools. Acting as senior editor responsible for calibrating and maintaining newsroom standards, ie: news, judgment, content and accuracy, to those practiced by our partner, the Tampa Bay Times. Acting as a program recruiter helping the individual principals to identify and retain teachers in the journalism program capable of maintaining our newsroom standards.~~

ESSENTIAL RESPONSIBILITIES

- ~~Creates, maintains and expands meaningful collaborations between student journalists and journalists at the Tampa Bay Times~~
- ~~Creates original K-12 curriculum meeting the highest national standards while aligning to state standards~~
- ~~Ensures student work is published within and outside the school system by creating relationships in the journalistic community to develop opportunities for broadest dissemination of student work in local, state and national venues, ie: Tampa Bay Times and PBS~~
- ~~Continues to use journalism as a means for increasing student engagement with school, increasing parental participation, encouraging highest achievement through journalism for at-risk students and achieving increased literacy for all students~~
- ~~Redesigns program as needed to continue towards a goal of literacy success through journalism for all students~~
- ~~Assists in the planning and organizing of district projects and programs in the area of Journalism~~
- ~~Expands established journalism program to high school level~~
- ~~Researches and identifies top high school programs and conducts investigatory site visit~~
- ~~Creates and incorporates on-line version at the elementary and middle school levels Monitors on-line and print publications at the elementary, middle and high schools to assure the program maintains highest publication quality~~
- ~~Recruits, interviews, and evaluates staff, mentors and students Helps the principals in recruitment and interviews of relevant journalism teaching staff within the Journeys in Journalism Program~~
- ~~Coaches journalism instructors to exemplify professional newsroom standards, processes and ethics~~
- ~~Oversees compliance with core program principles to ensure consistency and excellence~~

- Coordinates Journeys in Journalism calendar for training, events, contests, publications, etc.
- Plans and oversees monthly meetings with Journeys in Journalism team
- Coordinates and helps plan signature journalism events at each participating school
- Works with administration at Lakewood High School to coordinate planning to establish journalism academy
- Works with administration at John Hopkins Middle School to develop and strengthen journalism strand
- Works with administration at Melrose Elementary to integrate journalism into curriculum and to create new curriculum
- Creates new multi-school program models to carry out mission for literacy success through journalism
- Formulates and monitors program budget for school programs and camps
- Works as liaison to Journalism Advisory Committee, a group of community members who meet regularly to support the Journeys in Journalism program
- Communicates the program purpose to the local and broader community
- Assists with program evaluations and revisions to existing programs
- Performs other related 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

BOARD APPROVED: 9/12/84; REVISED: 10/87 BMP; REVISED: 9/93 (D & R ONLY) BMP; REVISED: D&R, RAS 6/08, REVISED FORMAT, TITLE, MF, ER, ADA 5/12 LMCK BOARD APPROVED:

TRAINING SPECIALIST JOURNEYS IN JOURNALISM PROGRAM LIAISON

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				