

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0117
Pay Grade: C12

FLSA: Exempt
Administrative

ASSISTANT AREA SUPERINTENDENT, REGION OFFICE

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Principals
Site Based Administrators
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Administration/Supervision, Educational Leadership or an equivalent certification as defined by the Florida Department of Education. Five (5) years related professional experience. Evidence of a high level of skills as an effective school administrator.

MAJOR FUNCTION

The ~~Assistant Area Superintendent, Region Office~~ is responsible for the management of all level schools in their designated areas. This responsibility includes goal setting, planning, controlling, directing, staffing, coordinating, decision-making, communicating, and evaluating functions of school operations. The ~~Assistant Area Superintendent, Region Office~~ works directly with the ~~Deputy Superintendents, Chief of Staff~~ to develop systematic approaches to evaluate and improve teaching and learning to determine the most effective means of closing the achievement gaps and increasing student achievement for every student in a safe learning environment.

ASSISTANT AREA SUPERINTENDENT, REGION OFFICE

ESSENTIAL RESPONSIBILITIES

- Supervises the principals and administrators in his/her respective area
- ~~Develops~~ Supports and monitors ~~implements, and coordinates~~ disciplinary procedures for assigned schools
- ~~Assists in development~~ and maintenance of the official "Code of Student Conduct" for all Pinellas County Schools
- Monitors the principals in problems related to discipline, grade placement, attendance, due process, and Board policy to include: release from compulsory school attendance, readmission of students to county schools
- Administratively reassigns or transfers students as needed
- Evaluates principals and direct reports
- Recommends to Superintendent the selection, transfer, or termination of principals
- Assists in resolving problems appealed above the principal level
- Serves as a liaison between school levels with the Superintendent
- Contributes toward professional growth and performance through providing staff development opportunities for administrators
- ~~Negotiates and evaluates management objectives with principals~~
- Acts as the liaison between schools and community agencies and communicates relevant information
- Serves on Superintendent's Cabinet
- Serves on Superintendent's Executive Leadership Team
- Represents principals' concerns to the Superintendent ~~Deputy Superintendent, Chief of Staff~~ or proper division administrator
- Interprets and monitors School Board policy
- Monitors the total school program, makes decisions, plans, directs, communicates, organizes, evaluates, and works as a team member
- 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

ISSUED: 7/74; REVISED: 3/82; TITLE BOARD APPROVED: 12/17/86; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, D&R, MQ's: 1/07; BOARD APPROVED: 2/20/07; RETITLED, REVISED MF, D&R, PAYGRADE 10/10 LMCK; BOARD APPROVED: 10/26/10; REVISED FORMAT, TITLE, MF, ER, ADA 5/12 LMCK; BOARD APPROVED:

ASSISTANT AREA SUPERINTENDENT, REGION OFFICE

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