

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0405  
Pay Grade: C13

FLSA: Exempt  
Administrative

**ASSOCIATE SUPERINTENDENT, FACILITIES, OPERATIONS, SAFETY AND SECURITY OPERATIONAL SERVICES**

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES:**

Chief of Human Resources  
Chief of Schools Police  
Director, Facilities, Planning, Design and Construction  
Director, Food Services  
Director, Maintenance  
Director, Student Demographics, Assignment and School Capacity  
Director, Transportation  
Support Staff

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university. Five (5) years of progressively responsible work experience in school leadership and/or demonstrated knowledge of security issues related to schools and education facilities. Demonstrated experience in computer spreadsheet and database applications. Demonstrated ability in administering a large and complex program.

**PREFERRED:**

Masters degree and experience as a school principal, with progressively more responsible positions within a large school district. State certification in Administration/Supervision at the elementary and/or secondary level, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Previous district level leadership experience, responsibility for administering budgets and multiple projects.

**MAJOR FUNCTION**

Provides leadership and operational oversight for the system-wide administrative departments of Human Resources, Student Demographics, Assignment and School Capacity, School Safety and Security, Maintenance, Food Services, Transportation, Facilities, Real Estate and Warehouse. Provides direct supervision and direction for the Pinellas County Schools Police in all law enforcement matters and through the Chief of the Pinellas County Schools Police serves as the district liaison to all city, county and other law enforcement agencies for the Superintendent of Schools. Leads the initial district response to any crisis situation, emergency response or disaster, with a primary focus of protecting lives and property, stabilizing the situation or condition and effecting the transition to the crisis response team for implementation of the system's crisis management protocols.

**ESSENTIAL RESPONSIBILITIES**

- Manages the Administrative Team of Facilities and Operations
- Administers and communicates the district's school safety and security efforts/programs
- Manages and controls the service-related activities through various departments and the Walter Pownall Service Center including maintenance, transportation, food services, energy management, facilities design/construction, warehouse, real estate property management and Pinellas County Schools Police
- Facilitates an integrated management system that includes policies, procedures and processes aligned to the overall district mission, as it pertains to school safety and security and facilities and operations

- Develops implements and maintains a comprehensive district wide safety program.
- ~~Has the authority~~ Authorizes the of prohibition hazardous activities and/or the use of unsafe practices until corrective actions can be implemented
- Analyzes and reports data relative to school safety and security
- Works with Risk Management to maintain a cost effective property and casualty insurance program, as they pertain to school safety and security
- Maintains school safety and security database and utilizes data to modify programs and services and prepares recommendations for the Superintendent
- Consults with school and district administrators on safety issues related to curriculum, field trips and school-based programs
- Oversees and coordinates the division's Continuous Quality Improvement program with department heads
- Supervises the development of an annual budget for each department within the division
- Coordinates annual vulnerability assessments designed to improve the safety and security of district facilities and enhance emergency management planning and response
- Develops, implements and manages policies, procedures and programs designed to provide a safe and secure learning environment, control access to facilities and minimize losses
- Analyzes and interprets data, identifies trends and recommends corrective actions based on information contained in district and school discipline reports, and other associated reports
- Coordinates the district safety and security program and provides leadership, resources and training to ensure compliance with federal and state regulations and district policies and procedures as a member of the District Safety & Security Council (DSSC)
- Communicates with School Advisory, PTA/PTO/Booster groups and community groups on issues related to school safety
- Works with other divisions of the District to provide services required for the educational program
- Organizes documentation of the division for School Board agendas
- Presents to the School Board relevant information concerning each division as requested
- Submits required periodic reports to the ~~Chief Business Officer~~, Superintendent, School Board, and Department of Education
- Represents the needs of the division on the Superintendent's Cabinet and serves as a member of the Superintendent's staff, ~~reporting to the Chief Business Officer~~
- Serves on the Superintendent's Cabinet, Executive Team, and Agenda Prep Committee
- Performs other related duties as required by the Superintendent, ~~consistent with the other duties and responsibilities outlined in this position description~~

#### **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: 4/07 AK; BOARD APPROVED: 4/24/07; REVISED JOB TITLE, MF, D&R, LMCK; BOARD APPROVED: 7/29/08; REVISED FORMAT, TITLE, MF, ER, ADA, 5/12 LMCK; BOARD APPROVED:

**ASSOCIATE SUPERINTENDENT, FACILITIES, OPERATIONS, SAFETY AND SECURITY**  
**OPERATIONAL SERVICES**

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