

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0124
Pay Grade: ~~C12~~ C11

FLSA: Exempt
Administrative

ASSISTANT SUPERINTENDENT, EXECUTIVE DIRECTOR, PRE K-12 CORE CURRICULUM AND INSTRUCTION

REPORTS TO:

Associate Superintendent, Teaching And Learning Services

SUPERVISES:

Director, Elementary Education
Director, Secondary Education
Director, Advanced Studies and Academic Excellence
Director, k-12 PE, Driver's Ed, Athletics and Extra Curricular Activities
Supervisor, Dropout Prevention
Support Staff

QUALIFICATIONS:

MAJOR FUNCTION

The ~~Assistant Superintendent, Executive Director, PreK-12 Core Curriculum and Instruction~~ is responsible for the administration of the PreK-12 curricular program, personnel and functions. This responsibility includes goal setting, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Monitors and is responsible for the ~~Curriculum Teaching and Learning~~ Division plan
- Represents the ~~Curriculum Teaching and Learning~~ Division on cross-functional teams
- Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals
- Promotes, reviews and communicates progress toward division goals on a regular basis to ~~Curriculum Teaching and Learning~~ Division employees
- ~~Coordinates the departmental Full Time Equivalency (FTE) projections, staffing model recommendations and the establishment of budget priorities~~
- Participates in the planning and presentation of the ~~Student Achievement and Accountability (SA&A) teaching and learning~~ segment of monthly superintendent's meetings
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Monitors and communicates trend, benchmark and comparison data in the areas of curriculum, instruction, assessment and improvement activities
- Assists school personnel in analyzing data for continuous improvement of student achievement
- Interprets impact of federal and state legislation and state board rule as it relates to PreK-12 education
- Coordinates goal setting and planning processes within the departments, based on district vision and planning
- Communicates budget parameters, Florida Education Finance Program (FEFP) alignment information and legislative mandates related to the development of the staffing model
- Facilitates leadership development of current and potential administrators (~~SA&A PCS Leadership~~)
- Encourages ~~Curriculum Teaching and Learning~~ Division employee involvement, empowerment, responsibility and innovation in division improvement activities
- Recognizes ~~Curriculum Teaching and Learning~~ Division member contributions to division goals and/or District Strategic ~~Plan Direction~~

- Provides professional development opportunities for district and school-based administrators
- Assists in the design of curriculum and instruction, activities, and support services
- Participates in School Improvement planning Plans review
- Interprets and monitors school board curriculum policy for schools
- Manages department data collection and reporting functions, uses data in decision making
- Provides for the evaluation and modification of programs through advisory committees and other groups
- Assists in resolving school-based curriculum problems
- Acts as liaison with community groups, parents and other agencies
- Facilitates curriculum and instruction services to schools
- Establishes and oversees annual budgets from federal, state and district funding allocations
- Advocates, facilitates and monitors instructional accountability for highest student achievement
- Advocates, facilitates and monitors the development, deployment and results of curriculum related school improvement initiatives
- Advocates, facilitates and contributes to Curriculum Teaching and Learning Divisions accountability for results aligned to all ~~of~~ District ~~s~~ Strategic Plan directions
- Solicits and listens to customer input from staff, schools, parents and community
- Monitors customer satisfaction results
- Develops and monitors program processes and services based on needs of students, teachers, administrators, families, businesses and community
- Serves as liaison with community groups, parents, colleges and universities and other agencies
- 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: 7/08; BOARD APPROVED: 7/29/08; REVISED FORMAT, TITLE, PAY GRADE, MF, ER, ADA 5/12 LMCK; BOARD APPROVED;

ASSISTANT SUPERINTENDENT, EXECUTIVE DIRECTOR, PRE K-12 CORE CURRICULUM AND INSTRUCTION

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				