

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0507
 Pay Grade: C09

FLSA; Exempt
 Administrative

<u>DIRECTOR, PTEC PINELLAS TECHNICAL COLLEGE</u>
REPORTS TO: Executive Director, Career, Technical, and Adult Education
SUPERVISES: Instructional Staff Support Staff
QUALIFICATIONS: Master’s degree from an accredited college or university, or Post Standard Certificate, eligible for or holding a valid Florida Educator’s Certificate as Director, Vocational Education or School Principal with five (5) years of secondary or postsecondary career, technical, and/or adult education professional experience. Must show evidence of working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.
PREFERRED: Previous experience as a career-technical or adult education administrator.
MAJOR FUNCTION
The Director, PTEC Pinellas Technical College (PTC) has administrative responsibility for one Pinellas Technical College Education Center campus with its associated extension locations and programs. The position performs responsible administrative and supervisory tasks in the areas of campus operations, instruction, program development and implementation, budgeting, purchasing, business and industry relations, and public relations.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Works collaboratively with the Executive Director, CTAE and the Director, CTAE, Postsecondary to coordinate all phases of campus operations • Advocates, facilitates, and monitors the use of an integrated management system in campus operations • Advocates, facilitates, and monitors the alignment of the school vision and mission and decision making to the district vision and mission • Promotes, communicates, and reviews progress toward Pinellas Technical Education Centers College (PTEC) campus and program goals • Supports the development of a strategic plan and school improvement plan aligned to the district’s comprehensive plan • Develops and monitors short- and long-term goals and strategies that focus on highest student achievement, graduate placement, program focus on the needs of business and industry, and efficiency of operations • Develops and monitors a system that focuses on the achievement and satisfaction of internal and external customer requirements • Monitors continually the performance-based indicators relevant to program viability • Ensures the hiring, orientation, recognition, and career development of a high-performing professional and support staff • Monitors the systematic processes used to achieve the goals of the center’s strategic plan • Monitors the delivery and improvement of the postsecondary teaching and learning process

DIRECTOR, PTEC CAMPUS PINELLAS TECHNICAL COLLEGE

ESSENTIAL RESPONSIBILITIES (Continued)

- Develops and monitors systems that examine the campus performance level and improvement trends in student career and technical achievement, campus operations, support operations, supplier and partner relationships, customer satisfaction, human resources, and financial management in collaboration with other PTEC administrators
- Works collaboratively to promote, develop, and deploy training programs to meet local corporate and economic development needs.
- Develops and maintains a positive school/community climate and a safe and healthy environment.
- Plans, implements, and evaluates the school instructional program based on student needs and within state and district guidelines
- Plans, implements, supervises, and/or evaluates all other programs, i.e., School Advisory Committee (SAC), Program Advisory Committees, Extra-Curricular and Co-Curricular Career Technical Student Organizations
- Determines staffing needs including selection, supervision, staff development and evaluation of all school personnel
- Disseminates and implements Pinellas County School Board policies and procedures as it relates to students, staff, and school community
- Manages finances including the budget and recordkeeping processes and inventory control of all school resources
- Maintains records and necessary reports for efficient operation of school and compliance with federal, state, and local requirements
- Plans and manages for efficient utilization and maintenance of the school plant
- 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: 5/99 PBL; BOARD APPROVED: 6/15/99; REVISE TITLE, MF, D&R, MQ's: 4/08 AK; REVISED TITLE, MF, D& R, MQ's LMCK; BOARD APPROVED: 7/29/08; REVISED FORMAT, QUALS, ED, ADA, 4/07/14 LM; BOARD APPROVED: 4/22/14; TECHNICAL CHANGE – SCHOOL NAME 7/10/16 CH

DIRECTOR, PTEC CAMPUS PINELLAS TECHNICAL COLLEGE

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				

Director, PTEC Campus Pinellas Technical College – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0055
Pay Grade: C08

FLSA; Exempt
Administrative

ASSISTANT ADMINISTRATOR, (PTEC) <u>PINELLAS TECHNICAL COLLEGE</u>
REPORTS TO: <u>Director, Pinellas Technical College (PTC)</u>
SUPERVISES: <u>Instructional Staff</u> <u>Support Staff</u>
QUALIFICATIONS: Master's degree or Post-Standard Certificate <u>from an accredited college of university</u> . Certified or certifiable in <u>eligible for a Florida certificate</u> as Vocational Education Director or Florida certification in Administration/Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of professional experience at the secondary or postsecondary level.
MAJOR FUNCTION
The Assistant Administrator, <u>PTC</u> PTEC performs administrative duties at the Pinellas Technical <u>College</u> Education Centers . The position performs responsible administrative and supervisory tasks that align with the district's strategic directions.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Advocates, facilitates, and monitors the implementation of effective daytime and evening programs. • Works collaboratively with the site administrator and PTEC <u>PTC</u> Director to coordinate all phases of center operations to ensure the implementation of an integrated management system. • Performs other leadership duties as assigned by the site administrator or PTEC <u>PTC</u> Director. • Facilitates and monitors the implementation of strategies and action plans that support PTEC's <u>PTC</u> strategic directions. • Supports the development of a school improvement plan aligned to the district's comprehensive <u>strategic</u> plan. • Supports a system that focuses on the achievement and satisfaction on internal and external customer requirements. • Assists in monitoring customer satisfaction and dissatisfaction results. • Prepares reports required by the district, state, and federal agencies using information system data and the analysis of results. • Supports training opportunities that align to the goals in the centers' <u>colleges'</u> strategic plan. • Assists in the recruitment, selection, orientation, and recognition of all instructional and supporting personnel. • Assists in monitoring the systematic processes used to achieve the goals of the centers' <u>colleges'</u> strategic plan and the delivery and improvement (PDSA) of the postsecondary teaching and learning process. • Assists in advocating, facilitating, and monitoring systems that examine the centers' <u>colleges'</u> performance level and improvement trends in technical/vocational achievement, center <u>college</u> operations, support processes, supplier and partner relationships, customer satisfaction, human resources, and financial results. • Performs <u>other</u> 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: 5/99 PBL; BOARD APPROVED: 6/15/99; REVISE TITLE, MF, D&R, MQ's: 4/08 AK; REVISED TITLE, MF, D& R, MQ's LMCK; BOARD APPROVED: 7/29/08; REVISED FORMAT, RT, SUPERVISES, MQ, ER; 7/10/16 CH; BOARD APPROVED:

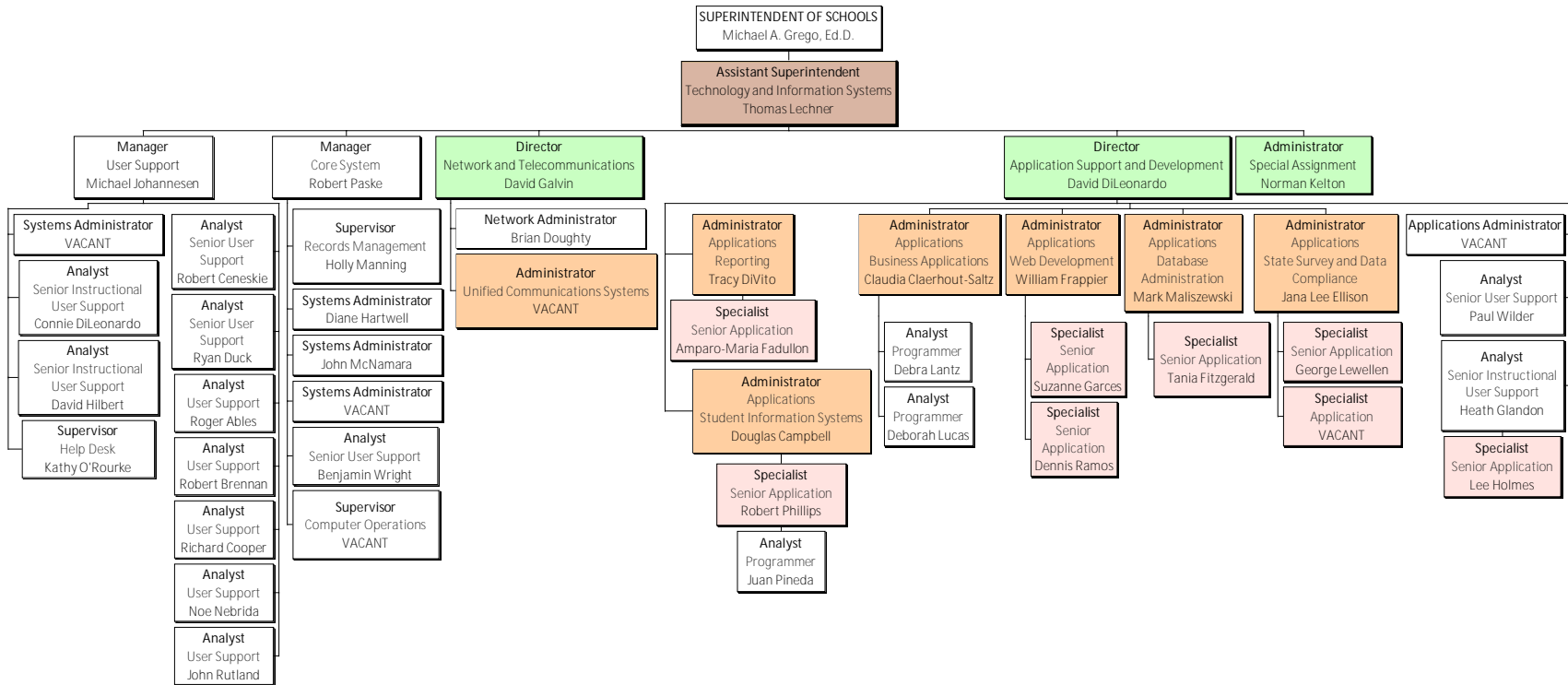
ASSISTANT ADMINISTRATOR, (PTEC) PINELLAS TECHNICAL COLLEGE

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				

Assistant Administrator, (PTEC) Pinellas Technical College – ADM



Technology and Information Systems



Add - Systems Administrator (2 positions)
 Add - Senior User Support Analyst
 Add - Unified Communications Systems Administrator
 Add - Applications Administrator
 Eliminate - Information Systems/Microcomputer Specialist
 Eliminate - Senior Instructional User Support Analyst (3 positions)
 Eliminate - Computer Operator

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: E07

FLSA: Exempt
PTS

UNIFIED COMMUNICATIONS SYSTEMS ADMINISTRATOR

REPORTS TO:

Director, Network and Telecommunications

SUPERVISES:

Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Computer Science or a related field. Certifications including Cisco Certified Network Associate (CCNA) voice/CNNA Collaboration or Cisco Certified Network Professional (CCNP) collaboration with five years' experience supporting an enterprise unified communications system. OR Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.

MAJOR FUNCTION

Performs highly technical and analytical work in the design, installation, documentation, support, and maintenance of districtwide voice and video communications systems. Responsible for the daily management and integrity of all unified communication systems including call center management software. This position requires an extensive understanding of Cisco Unified Communications Systems that are critical to the daily function and safety of the Pinellas School district students, employees, and facilities.

ESSENTIAL RESPONSIBILITIES

Must have an in-depth understanding to design, implement, diagnose and upgrade for the following systems

- Cisco Unified Communication Manager (CUCM) and the virtual machine (ESXi appliances) on which call managers reside.
- Cisco Unity Connection Unified voicemail.
- Cisco Contact Center Express including advance scripting and finesse for call handling in call centers.
- Cisco Emergency Responder (CER) and the associated messaging.
- Cisco Instant Messaging and Presence servers.
- Cisco Unified Attendant Console (Standard edition).
- Cisco Quality Manager (AQM) for recording and archiving of call center communications.
- Informacast by Singlewire IP paging software.
- Provides technology assistance to customers via email, telephone and in person throughout the district.
- Maintains technical knowledge on the above systems on an ongoing basis.
- Develops and presents district training materials for both technical and end user operation of systems and endpoints.
- Develops and organizes documentation related to the design of the systems to facilitate maintenance of the systems.
- Prepares and manages team prioritization, project tracking, and resource allocation.
- Performs other related duties as required.

UNIFIED COMMUNICATIONS SYSTEMS ADMINISTRATOR

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.

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HISTORY OF JOB CLASSIFICATION

ISSUED: 07/10/16 CH; BOARD APPROVED:

UNIFIED COMMUNICATIONS SYSTEMS ADMINISTRATOR

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	

Unified Communications Systems Administrator - PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6447
 Pay Grade: ~~C04~~ E04

FLSA: Exempt
 Administrative ~~PTS~~

SUPERVISOR, FINANCIAL AID (~~pTEC~~) (Pinellas Technical College)

REPORTS TO:

Assistant Administrator, Pinellas Technical College (PTC)

SUPERVISES:

Financial Aid Office Support Staff

QUALIFICATIONS:

Bachelor's degree in accounting, business administration, or related field from an accredited college or university with three years experience in financial aid, accounting, or as a financial analyst with supervisory experience; OR Technical Center certificate in accounting or related field with six years experience; OR an equivalent combination of education and experience. In addition must show progressively strong analytical skills, excellent verbal and written communications skills, and the ability to interact effectively with diverse student populations.

PREFERRED:

Postsecondary financial aid management experience.

MAJOR FUNCTION

Reports directly to the Assistant Administrator, PTC ~~pTEC~~ with primary responsibility for the management of ~~pTEC's~~ PTC's complete financial aid program including federal, state and local financial aid programs; veterans' education programs; and individual, institutional, and agency scholarships.

ESSENTIAL RESPONSIBILITIES

- ~~Supervises the pTEC Financial Aid Office staff.~~
- Establishes and manages ~~pTEC~~ PTC processes for receiving financial aid applications, financial aid awards, and student financial aid administration.
- Focuses the ~~pTEC~~ PTC Financial Aid Office on student recruitment using financial aid resources.
- Establishes and maintains financial aid reporting procedures internal to ~~pTEC~~ PTC and to external agencies.
- Maintains Title IV compliance requirements regarding draw downs, institutional eligibility, and coordination of programs, student eligibility, file maintenance, disbursements, refunds, overpayments, institutional disclosure, and types of expenditures allowed.
- Works with the U.S. Department of Veterans' Affairs regional office and the Bureau of State Approving Agency for Veterans' Training to comply with all applicable laws, regulations, and VA requirements pertaining to certifications of enrollments, notices of change in student status, and program eligibility.
- Maintains institutional eligibility to participate in state programs by completing the required state reporting documents and associated renewal applications in reference to student eligibility, and disbursement of funds.
- Administers the awarding of financial aid funds donated by outside agencies, inclusive of endowments, foundations, and private individuals to facilitate the delivery of financial aid awards to qualified students.
- Works closely with ~~pTEC~~ PTC Student Services, records, bookkeeping, and the financial analyst in matters of financial aid eligibility and management.
- Keeps abreast of federal and state regulations through the Department of Education and other sources.
- Remains current in the financial aid field and develops and implements policies and procedures concerning the operation of the financial aid office.
- 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.

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HISTORY OF JOB CLASSIFICATION

ISSUED: 12/08; BOARD APPROVED: 12/09/2008; REVISED FORMAT, PG, RT, SUPERVISES, MQ; MF; ER 07/10/16 CH; BOARD APPROVED:

SUPERVISOR, FINANCIAL AID (pTEC) (Pinellas Technical College)

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				

Supervisor, Financial Aid (pTEC) (Pinellas Technical College) - PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6671
 Pay Grade: ~~C04~~ E01

FLSA: Exempt
PTS

HUMAN RESOURCES SPECIALIST

REPORTS TO:
Director, Human Resources

SUPERVISES:
Support Staff

QUALIFICATIONS:
 Bachelor's degree from an accredited college or university and three (3) years of progressively responsible related experience or an Associate's degree, or equivalent, from an accredited college or university and five (5) years of progressively responsible related experience. A year of related experience may be substituted for each year of the educational requirements stated above. This experience must include at least three (3) years in a supervisory or other leadership capacity.

PREFERRED:
 Experience as a team leader or other leadership position.

MAJOR FUNCTION

Instructional Employment

This professional position has responsibility for assisting the Director in the recruitment, selection, and placement of instructional and non-instructional personnel and in planning, organizing, implementing, and coordinating the general daily operations of an employment team with varied and complex responsibilities. Work performed involves discretion and independent judgment based on experience and/or knowledge of policies, procedures, contracts and federal/state regulations. Work is performed under the general direction of the Director and is reviewed through observation and evaluation.

Specialized Hiring

~~This professional position has responsibility for assisting the Director in planning, organizing and implementing the operations of a specialized hiring team with varied and complex responsibilities. Work performed involves discretion and independent judgment based on experience and/or knowledge of policies, procedures, contracts and federal/state regulations. Work is performed under the general direction of the Director and is reviewed through observation and evaluation.~~

ESSENTIAL RESPONSIBILITIES

Instructional Employment

- Oversees the general daily operations of an employment team including, but not limited to, appointments, re-appointments, transfers, leaves, terminations and resignations, supplements, additional duty, part-time hourly, contracted services, and performance appraisals; coordinates the processing of related paperwork.
- Leads and trains employment team personnel and assists Director in evaluating performance.
- Screens applicants and assists Director in evaluating applicants' suitability for placement.
- Assists in administering, supervising and follow-up on pre-employment testing.
- Monitors and assists with the implementation of new employee processing.
- Oversees the processing of applications, including checking references and assisting in making a final evaluation of the completed application.
- Works with administrators and supervisors in hiring and transferring, substitutes, instructional and non-instructional personnel.
- Assists the Director in the control of teacher placement in allocated units and works with the Director to resolve unit allocation issues.
- Provides support for the district's recruitment program.
- Performs other related duties as required.

HUMAN RESOURCES SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)

Specialized Hiring

- Oversees the general daily operations of the team including, but not limited to, substitutes, supplements, summer term, part-time hourly, additional duty, contracted services, performance assessments, and coordinates the processing of related paperwork.
- Leads and trains team personnel and assists Director in evaluating performance.
- Monitors and assists with the implementation of new substitute and alternative staff processing.
- Oversees the processing of applications, including checking references and assisting in making a final evaluation of the completed application.
- Works with administrators and supervisors in hiring and transferring personnel.
- Assists the Director in the control of summer term teacher placement in allocated units and works with the Director to resolve unit allocation issues.
- Provides support for the district's recruitment program.
- Assumes leadership role in team building activities, data collection/analysis/ communication, process improvement, and compliance with policies and procedures.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT

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Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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HISTORY OF JOB CLASSIFICATION

ISSUED: 6/00 PBL; BOARD APPROVED: 6/13/00; REVISED (MF; D&R): 8/00 AK; REVISED FORMAT, PG, RT, SUPERVISES, MQ, MF, ER 07/14/16 CH; BOARD APPROVED:

HUMAN RESOURCES 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 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				

Human Resources Specialist - PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER – BULLYING PREVENTION

REPORTS TO:

Executive Director, Student Services

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with state certification in Exceptional Student Education, Student Services, or a related field. Five (5) years of related professional experience, including budget and resource allocation. Demonstrated knowledge of bullying and harassment laws and regulations.

PREFERRED:

Master's degree from an accredited college or university in Exceptional Student Education, Student Services, Educational Leadership, or a related field. Certification and experience as an Olweus trainer.

MAJOR FUNCTION

Assists the Executive Director, Student Services in the development and implementation of bullying and harassment prevention requirements in the elementary, middle, and high schools.

ESSENTIAL RESPONSIBILITIES

- Serves as member of the Student Services Leadership Team.
- Develops and implements processes to monitor bullying and harassment prevention implementation.
- Assists schools in monitoring the integrity of the bullying and harassment prevention plans.
- Assists schools in developing processes for entering data in the electronic database system.
- Collects and analyzes data for accurate reporting to the state.
- Provides short- and long-term planning to ensure compliance regarding eligibility and development of bullying and harassment prevention plans for students.
- Collaborates with Student Services staff and schools to resolve disputes that arise with parents and schools.
- Collaborates with district and school staff to plan, conduct, facilitate, and evaluate professional development for school-based, district personnel and parents involved with students with bullying and harassment prevention plans, for appropriate training with mentoring and support.
- Works directly with students presenting information about bullying prevention and intervention as well as working one-on-one with students as needed.
- Coordinates communication between stakeholders to support effective bullying and harassment prevention to optimize student outcomes.
- Demonstrates positive results in the implementation of the Student Services Strategic Plan.
- Utilizes appropriate information systems to monitor outcomes.
- Systematically shares data with district and school staff to assist in the monitoring of safety plans for students.
- Assesses customer satisfaction and plans for improvements.
- Utilizes Student Services Strategic Plan and District Strategic Plan results measures for program evaluation.
- Assists district and school staff in demonstrating full and satisfactory implementation of bullying and harassment prevention and related State Board of Education Rules.
- Collaborates with the Department of Education, including grant staff, regarding implementation of State initiatives.
- Participates in required state or federal compliance monitoring activities.
- Develops and implements a plan for personal professional development.
- Participates in relevant professional organizations.
- Performs other related duties as required.

COORDINATOR, OTHER – BULLYING PREVENTION

TERMS OF EMPLOYMENT

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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: 07/10/16 CH; BOARD APPROVED:

COORDINATOR, OTHER – BULLYING PREVENTION

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				

Coordinator, Other – Bullying Prevention - INS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Instructional

FLSA: Exempt

COORDINATOR, OTHER – DHH (DEAF/HARD OF HEARING)

REPORTS TO:

Exceptional Student Education Specialist

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Master’s degree from an accredited college or university. State certification in Hearing Impaired K-12 or a related field. Five (5) years of related professional experience in deaf education, including PreK-12. Demonstrated knowledge of best practices in sign language interpreting in an educational setting.

MAJOR FUNCTION

Assists the ESE Specialist with overall coordination of the Deaf/Hard of Hearing Program services for students who have hearing losses.

ESSENTIAL RESPONSIBILITIES

Under the direction of the ESE Specialist,

- Assists in the development and implementation of processes to monitor the deaf/hard of hearing program, including sign language interpreting services.
- Applies knowledge of operational, organizational, fiscal and procedural regulations to the operation of the DHH Program and the provision of sign language interpreting services.
- Monitors ongoing student services related to the DHH Program for effectiveness and compliance with district, state, and federal guidelines.
- Maintains current knowledge of state and federal statutes, and guidelines, as well as best practices, related to deaf education.
- Assists in the development and provision of district training components for DHH staff, including sign language interpreters.
- Assigns DHH staff to schools and shifts assignments as needed to ensure services to students.
- Serves as the district’s resource person and point of contact for deaf education and sign language interpreting, and as a consultant for Exceptional Student Education and Student Services professionals on matters related to these areas of responsibility.
- 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: 07/10/16 CH; BOARD APPROVED:

COORDINATOR, OTHER – DHH (DEAF/HARD OF HEARING)

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				

Coordinator, Other – DHH (Deaf/Hard of Hearing) - INS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Instructional

FLSA: Exempt

COORDINATOR, OTHER – OT/PT (Occupational Therapy/Physical Therapy)
REPORTS TO: Exceptional Student Education Specialist
SUPERVISES: Not Applicable
QUALIFICATIONS: Master’s degree from an accredited college or university in Occupational or Physical Therapy with Florida licensure in Occupational or Physical Therapy. Five (5) years of related professional experience in the field of occupational or physical therapy.
PREFERRED: Experience working in a school system practice and broad knowledge of occupational and physical therapy practice.
MAJOR FUNCTION
Assists the ESE Specialist with overall coordination of occupational and physical therapy individualized services to students in both public and private schools.
ESSENTIAL RESPONSIBILITIES
Under the direction of the ESE Specialist, <ul style="list-style-type: none"> • Assists with development and implementation of processes to monitor OT and PT services. • Assists in development of processes to continually maintain compliance with state and federal regulations related to OT and PT. • Maintains and updates therapy guide annually. • Coordinates OT and PT services for all students in public schools. • Collaborates in developing individual service plans for students in private schools with PPPSSD program staff. • Applies knowledge of operational, organizational, fiscal and procedural regulations to the operation of OT/PT. • Maintains current knowledge of state and federal statutes, and guidelines, as well as best practices, related to OT/PT. • Assigns OT/PT staff to schools and shifts assignments as needed to ensure services to students. • Processes and tracks all initial OT/PT assessments countywide. • Assists in the development and provision of district training components for OT/PT staff. • Maintains inventory and manages all transfers of therapy equipment utilized by students. • Acts as OT/PT liaison with institutes of higher education for whom the district is providing clinical sites for fieldwork education. • Maintains current knowledge of OT and PT rules, statutes, and federal guidelines. • Performs other related duties as required.
TERMS OF EMPLOYMENT
<i>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.</i>
<i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i>
<i>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.</i>
HISTORY OF JOB CLASSIFICATION
ISSUED: 07/10/16 CH; BOARD APPROVED:

COORDINATOR, OTHER – OT/PT (Occupational Therapy/Physical Therapy)

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				

Coordinator, Other OT/PT (Occupational Therapy/Physical Therapy) - INS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Instructional

FLSA: Exempt

COORDINATOR, OTHER – PPPSSD (Parentally-Placed Private School Students with Disabilities)

REPORTS TO:

Exceptional Student Education Specialist

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Bachelor's degree or higher from an accredited college or university. Five (5) years of related professional experience in Exceptional Student Education.

MAJOR FUNCTION

Assists the ESE Specialist with the overall coordination of the PPPSSD grant and the coordination of student services.

ESSENTIAL RESPONSIBILITIES

Under the direction of the ESE Specialist,

- Assists in the development and implementation of processes to monitor the PPPSSD program.
- Applies knowledge of operational, organizational, fiscal, and procedural regulations to the operation of PPPSSD.
- Assists in development and provision of district training components for new and existing PPPSSD staff.
- Monitors ongoing student services related to the PPPSSD program for effectiveness and compliance with district, state, and federal guidelines.
- Applies knowledge of operational, organizational, fiscal and procedural regulations to the operation of the PPPSSD.
- Maintains current knowledge of state and federal statutes, and guidelines, as well as best practices, related to PPPSSD.
- Assigns staff and shifts assignments as needed to ensure services to students.
- Serves as a district's resource person and point of contact for PPPSSD.
- Maintains PPPSSD database.
- Organizes and plans annual consultation meetings with private school administrators.
- 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: 07/10/16 CH; BOARD APPROVED:

COORDINATOR, OTHER – PPPSSD (Parentally-Placed Private School Students with Disabilities)

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				

Coordinator, Other – PPPSSD (Parentally-Placed Private School Students with Disabilities) - INS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Instructional

FLSA: Exempt

COORDINATOR, OTHER – SPEECH/LANGUAGE PATHOLOGIST
<p>REPORTS TO: Exceptional Student Education Specialist</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Master’s degree or higher from an accredited college or university in Speech/Language Pathology (SLP). Five (5) years of related professional experience in the field of Speech/Language Pathology with ASHA certification and Florida state licensure in speech/language pathology.</p>
MAJOR FUNCTION
Assists the ESE Specialist with overall coordination of Speech/Language Pathology services for students.
ESSENTIAL RESPONSIBILITIES
<p>Under the direction of the ESE Specialist,</p> <ul style="list-style-type: none"> • Assists with the development and implementation of processes to monitor speech/language pathology student services. • Applies knowledge of operational, organizational, fiscal, and procedural regulations to the operation of the speech/language pathology services. • Assists with instructional programming to address needs of students. • Assists in the development and provision of district training components for speech/language pathologists. • Mentors speech/language pathologists through professional development goals • Maintains current knowledge of state and federal statutes, and guidelines, as well as best practices, related to speech/language pathology services. • Assigns SLP staff to schools and shifts assignments as needed to ensure services to students. • Assists with compliance of all state and Medicaid requirements. • Acts as a Specialized Services liaison with institutes of higher education for whom clinical supervision is required (Clinical Fellows, Master’s degree practicum students, university interns, bachelor-level SLPs). • Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 07/10/16 CH; BOARD APPROVED:

COORDINATOR, OTHER – SPEECH/LANGUAGE PATHOLOGIST

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				

Coordinator, Other – Speech/Language Pathologist – INS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Instructional

FLSA: Exempt

COORDINATOR, OTHER – VISION
<p>REPORTS TO: Exceptional Student Education Specialist</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Master’s degree from an accredited college or university. State certification in Visually Impaired K-12 or a related field. Five (5) years of teaching experience as a Teacher of the Visually Impaired (TVI).</p>
MAJOR FUNCTION
<p>Assists the ESE Specialist with overall coordination of the vision services for students who have visual impairments.</p>
ESSENTIAL RESPONSIBILITIES
<p>Under the direction of the ESE Specialist,</p> <ul style="list-style-type: none"> • Assists in the development and implementation of processes to monitor vision services. • Assists in development and provision of district training components for new and existing vision staff. • Assists in development of processes to continually maintain compliance with state and federal regulations related to the visual impaired. • Coordinates vision services for all students. • Assigns vision staff to schools and shifts assignments as needed to ensure services to students. • Processes and tracks all initial vision assessments countywide. • Assists in the development and provision of district training components for vision staff. • Maintains inventory and manages all transfers of therapy equipment utilized by students. • Acts as vision liaison with institutes of higher education for whom we are providing clinical sites for fieldwork education. • Applies knowledge of operational, organizational, fiscal and procedural regulations to the operation of the vision education. • Maintains current knowledge of state and federal statutes, and guidelines, as well as best practices, related to vision education. • Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 07/10/16 CH; BOARD APPROVED:</p>

COORDINATOR, OTHER – VISION

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				

Coordinator, Other – Vision - INS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2243
Instructional

FLSA; Exempt

TEACHER, OTHER VOCATIONAL
REPORTS TO: Principal/Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university <u>OR six years full-time occupational experience in the career area to be taught.</u> Possession of, or eligibility for, a Florida teaching certificate for the level and subject area to be taught.
MAJOR FUNCTION
This is an instructional position with responsibility for guiding and directing the learning experiences of students in a group or class within a technical college or an adult community center.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Teaches students knowledge, social skills, and concepts. • Identifies long-range goals and specific objectives and plans a program for individualized and group instruction. • Prepares, administers, and corrects tests, and records results; evaluates student achievements. • Plans lessons so that students become involved in learning and decision-making related to curriculum choices. • Maintains a classroom that recognizes respect for both teacher and student; motivates students in an atmosphere of respect and freedom. • Holds conferences with pupils, parents, principal and/or supportive personnel regarding the pupils' academic and social development. • Keeps attendance, grade records, and book inventories, as required by School Board policy. • Applies knowledge of child psychology to include growth, development, interrelationships, etc. • Attends classes, seminars, etc. to provide for professional growth and keeps abreast of the latest instructional methods and techniques. • Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 7/10/16 CH; BOARD APPROVED:

TEACHER, OTHER VOCATIONAL

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				

Teacher, Other Vocational - INS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2243
Instructional

FLSA; Exempt

TEACHER, VOCATIONAL
REPORTS TO: Principal/Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university <u>OR six years full-time occupational experience in the career area to be taught.</u> Possession of, or eligibility for, a Florida teaching certificate for the level and subject area to be taught.
MAJOR FUNCTION
This is an instructional position with responsibility for guiding and directing the learning experiences of students in a group or class within a high school.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Teaches students knowledge, social skills, and concepts. • Identifies long-range goals and specific objectives and plans a program for individualized and group instruction. • Prepares, administers, and corrects tests, and records results; evaluates student achievements. • Plans lessons so that students become involved in learning and decision-making related to curriculum choices. • Maintains a classroom that recognizes respect for both teacher and student; motivates students in an atmosphere of respect and freedom. • Holds conferences with pupils, parents, principal and/or supportive personnel regarding the pupils' academic and social development. • Keeps attendance, grade records, and book inventories, as required by School Board policy. • Applies knowledge of child psychology to include growth, development, interrelationships, etc. • Attends classes, seminars, etc. to provide for professional growth and keeps abreast of the latest instructional methods and techniques. • Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 7/10/16 CH; BOARD APPROVED:

TEACHER, VOCATIONAL

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				

Teacher, Vocational - INS