

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C07

FLSA: Exempt
P/T/S

<u>MANAGING OFFICER, MIDDLE SCHOOL EDUCATION</u>
<u>REPORTS TO:</u> Director, Secondary Education
<u>SUPERVISES:</u> Support Staff
<u>QUALIFICATIONS:</u> Master's degree with state certification in Supervision at the elementary and/or secondary level, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years administrative or supervisory experience and five (5) years' related professional experience. Demonstrated organizational, communication and planning skills.
<u>PREFERRED:</u> Experience as a school administrator or principal
MAJOR FUNCTION
The Managing Officer Middle School Education is responsible for the administration, supervision and management of curriculum and instruction duties and functions, at the middle school level. The duties will be identified and assigned through a cooperative working relationship with the Assistant Superintendent, Core K-12 Curriculum and Director, secondary Education. Responsibilities include goal setting, planning, organizing, coordinating, decision-making, and communicating with central administration and school-based personnel.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Assists in the development and implementation of the Secondary Schools Strategic Plan• Helps define and interpret the district's educational goals, particularly those related to the Highest Student Achievement strategic direction• Facilitates cross-functional articulation among work teams and departments within Teaching and Learning Services• Works to forecast, plan, implement and improve the middle school instructional program to support school improvement• Assists with the establishment of budget priorities for middle school programs• Participates in departmental FTE projections, staffing model recommendations, problem-solving, public relations, and development of policy and procedures• Assists in Class Size Reduction compliance efforts for the middle schools• Assists in the communication of curriculum information to all principals and subject area supervisors• Assists with the coordination of promotion and awards• Assists with the development and publication of curriculum materials, textbook recommendations and course code directories• Assists with middle school extended learning planning• Provides input to the district-wide professional education plan• Communicates with university personnel to improve teacher training programs and facilitate intern placement• Maintains close relationships with community agencies• Assists with the planning of educational specifications for new facilities• Coordinates textbook planning and allocations of funds

- Monitors middle school academic and related arts textbook purchases
- Plans and conducts curriculum meetings
- Coordinates middle school task forces and steering committees
- Assists with the assignment of middle school academic and related arts units
- Plans and conducts middle school assistant principal meetings
- Performs duties and responsibilities as a Teaching and Learning Services team member
- Performs other related duties as required

TERMS OF EMPLOYEMENT

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; 5/12 LMCK; BOARD APPROVED

MANAGING OFFICER, MIDDLE SCHOOL EDUCATION

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				

Managing Officer, Middle School Education – PTS