

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0005
Pay Grade: C00

FLSA: Exempt
Administrative

SUPERINTENDENT OF SCHOOLS

REPORTS TO:

Community
School Board

SUPERVISES:

Staff Attorney
Executive Director, Strategic Communications
Area Superintendents
Associate Superintendent, Teaching and Learning
Associate Superintendent, Finance and Business Services
Associate superintendent, Operational Services
Chief of Technology and Information Systems
Administrative Assistant to the Superintendent
Support Staff

QUALIFICATIONS:

As established by the Board.

MAJOR FUNCTION

The Superintendent is the chief administrative officer in the Pinellas County School System, and, as such, is ultimately accountable for all functions and programs of the school system. He is the secretary and executive officer of the School Board and exercises by law the following power. Generally oversees the district school system to determine problems and needs and recommends improvements. Advises, counsels and recommends to the School Board. Recommends policies. Recommends and executes rules and regulations to supplement those adopted by the State Board of Education.

ESSENTIAL RESPONSIBILITIES

- Establishes and maintains rapport with the School Board
- Assists in organizing the Pinellas County School Board
- Establishes and maintains open communication with the school system, community, and mass media
- Recommends and executes minimum standards relating to the operation of the schools
- Recommends plans for improving the instructional program
- Prepares annual and long range plans for the school system
- Recommends to the School Board all personnel employed by the Board
- Coordinates efforts of the Executive Team in establishing effective operations of all aspects of the school system
- Makes recommendations regarding operation of the school system to the School Board
- Acts as custodian of School Board property and records
- Establishes a system of management for the school system
- Makes recommendations regarding all fiscal management, including the preparation of the budget
- Provides final administrative mediations for the school system
- Complies with all Florida School Statutes and regulations of the State Board of Education

SUPERINTENDENT OF SCHOOLS

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: 3/82; FORMAT REVISED 7/88; REVISED FORMAT AND ADA, REVIEWED – NO CHANGE
4/30/12 LMCK

SUPERINTENDENT OF SCHOOLS

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					
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				