

PINELLS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0378  
Pay Grade: C07

FLSA: Exempt

**EDUCATIONAL SPECIFICATION SPECIALIST**

**MAJOR FUNCTION:**

Responsible for the timely and accurate compilation of education specifications (ed-specs); primary liaison between all divisions and the Facilities Design and Construction Department (FD&C), primary liaison with the Florida Department of Education (DOE) on matters of ed-specs.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the development of the education specifications and facilities list for all District facilities.
- Schedules (and reschedules as required) individual tasks in Curriculum Services for the timely initiation, follow-through and completion of ed-specs for projects when identified by designation of budgeted funds to be recommended to the School Board.
- Establishes boundary criteria for the Curriculum Services staff writing ed-specs enabling them to focus upon the program and matters of education in lieu of writing on matters of architecture, engineering, construction and contracts.
- Instructs ed-spec writers in the use of DOE format for ed-specs as a common device for communication; provides technical assistance to all departments of Curriculum Services in their development of education specifications.
- Confirms that the writers of ed-specs are coordinating the current District-wide philosophy for the pertinent educational discipline with the needs of a particular school, center or facility.
- Reviews the ed-specs in the developmental phase, with the designated FD&C staff member.
- Works with FD&C in assuring that ed-specs are in compliance with the Florida State Board of Education rules.
- Provides FD&C with sufficient copies of the approved ed-spec. Serves as a voting member of the Professional Services Selection Committee. Works with FD&C and Project Architect/Engineer (PA/E) to assure adherence to ed-specs and to provide documented modifications (with input from the Division of Administration and Curriculum Services).
- Works with Area Superintendents in identifying and developing program scope prior to budget planning process.
- Represents Curriculum Services Division during construction phases.
- Applies knowledge of project design and construction processes and familiarity with facilities plans in making recommendations as they relate to education specifications.
- Participates with FD&C staff, Curriculum Services staff, and school-based staff in meetings with PA/E for interpretation, clarification, and amplification of the ed-specs.
- Prior to presentation to the School Board, reviews submittals of Master Plan, Schematic Design, Preliminary Design, and Fifty Percent Construction Documents submitted by PA/E, as to apparent compliance with the intent of the ed-specs.
- Assists in school plant survey.
- Writes supplemental surveys, incorporates into Board agenda and submits to DOE.
- Assists in update of Florida Inventory of School Houses (FISH)
- Tracks new construction data, net student stations, net teacher stations, net additional square feet, demolition, new capacity and net Full Time Equivalency (FTE).
- Performs related tasks and other duties as required.

## **EDUCATIONAL SPECIFICATION SPECIALIST**

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Masters Degree in Educational Leadership or a related field; or a Bachelor's degree in Architecture and possess Architectural registration in the state of Florida. Five years experience in the development of education facilities involving the programming of educational facilities or the development of educational specifications. Demonstrated familiarity with the approval process for educational specifications and contract documents for educational facilities in the state of Florida. Demonstrated ability to read blueprints and working drawings. Demonstrated familiarity with the State Requirements for Educational Facilities (SREF) and the Florida Department of Education facilities list for educational facilities. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

### **PREFERRED:**

Professional experience in Florida with Public Educational Facilities.

ISSUED: 9/87 BMP; BOARD APPROVED: 11/11/87; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 01/02 PBL; BOARD APPROVED: 02/12/02; UPDATE DIVISION NAME: 1/06 AK.

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.

## EDUCATIONAL SPECIFICATION SPECIALIST

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Educational Specification Specialist - ADM