

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0545
Pay Grade: C07

FLSA: Exempt
Administrative

ADMINISTRATOR, PINELLAS VIRTUAL SCHOOL
REPORTS TO: Director, Advanced Studies and Academic Excellence
SUPERVISES: Instructional Staff Support Staff
QUALIFICATIONS: Master's degree from an accredited college or university with certification in Educational Leadership or an equivalent certification as defined by the Florida Department of Education. Five (5) years administrative experience in public schools. Demonstrated knowledge and expertise to facilitate development of complex data solutions and networking requirements. Demonstrated leadership in planning for and in utilizing technologies for academic instruction and data analysis. 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.
MAJOR FUNCTION
Performs administrative work to support and direct district personnel as related to virtual education. Oversee the utilization of academic software applications to support virtual education, data management, and analysis. Collaborates with and supports district departments, area superintendents, principals, and teachers in communicating virtual education opportunities for students.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Demonstrates initiative in identifying potential problems or opportunities for improvement• Oversees all current and long-range virtual education support budgets• Works in cooperation with all departments to effectively implement the district's Technology Plan• Serves as the district's virtual education contact person• Reviews and analyzes online resources to build highly effective virtual education options• Creates long-term plan for virtual education in Pinellas County Schools• Monitors student progress for all virtual school students• Conducts student and parent workshops regarding virtual school options• Interprets and communicates virtual education legislation• Recruits, selects, trains, and evaluates teachers for virtual education• Communicates information about virtual education options to school personnel, administrators, counselors, the public, and community agencies• Plans, develops, coordinates, and supervises implementation of virtual instruction• Plans staff development for virtual education teachers and other district personnel• Performs other related duties as required

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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: 6/13 LM; BOARD APPROVED: 7/30/13

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Administrator, Pinellas Virtual School - ADM