

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Project Manager – Even Start Family Literacy Grant)

MAJOR FUNCTION:

Responsible for coordinating project development and implementation, overseeing financial management, developing marketing and recruitment plan, and in conjunction with an outside evaluator preparing the federally required evaluation reports for the Even Start Family Literacy Program. Works with school-based and central office staff to develop and implement the Even Start Program at three sites. Works under the direction of the Supervisor of Early Childhood Education and Director of Workforce Education.

DUTIES AND RESPONSIBILITIES:

- Assures that program implementation is aligned with federal and state guidelines.
- Monitors the budget and timelines for the project.
- Coordinates efforts with community agencies to collaborate services for Even Start families.
- Provides leadership for program staff regarding best practices in family literacy.
- Serves as a Curriculum Services connector at an assigned school.
- Assists in aligning program goals to district, state and federal goals/guidelines.
- Monitors data collection for required local and national evaluation.
- Facilitates allocation of resources to implement the program.
- Provides assistance to early childhood and adult education principals and supervisors.
- Facilitates the growth of staff members through the provision and coordination of training.
- Solicits and responds to customer input from staff, schools, parents and community.
- Monitors customer satisfaction results.
- Coordinates and maintains a database for data collection for the national and local evaluation of the program.
- Systematically analyzes data to support decision making for program improvement.
- Stays current on district and school issues trends and operations.
- Uses information to support and monitor school, district and program goals.
- Interprets federal project regulations, Florida Statutes and the Pinellas County School Board Policies and procedures and monitors district compliance.
- Assists schools in analyzing data for continuous improvement in student achievement.
- Provides, coordinates and documents professional training opportunities.
- Uses quality terms, tools and strategies in program implementation.
- Coordinate training opportunities to meet Department of Education (DOE) training requirements.
- Allows for input and feedback from all program personnel as well as collaborative partners.
- Maintains a personal/professional development plan and engages in professional development activities.
- Interprets and monitors federal regulations, Florida Statutes and school board policy to principals, and other school personnel, parents and the community.
- Coordinates efforts of adult education and early childhood components to support Curriculum, Instruction, Assessment, and Improvement system (CIAI).
- Uses Plan, Do, Study, Act (PDSA) Cycle to implement and evaluate the Even Start Quality indicators.
- Secures and utilizes appropriate resources.

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DUTIES AND RESPONSIBILITIES (Completed):

- Provides for evaluation and modification of the Even Start Program through advisory committees and other group
- Serves on community councils and as a representative to community and state agencies as requested or directed by job responsibilities.
- Submits a monthly report to the DOE that summarizes and reports
- Coordinate a system for tracking eligibility requirements, Literacy Completion Points (LCP) completion, General Education Development (GED) completion, employment security and post secondary enrollment using a Macintosh/Fox Pro database.
- Submits annual grant renewal applications.
- Advocates, facilitates, and monitors Even Start services for highest student achievement.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university. Three (3) years of successful teaching experience. Demonstrated knowledge of computer basics.

PREFERRED:

Demonstrated abilities in program coordination and budget. Demonstrated computer abilities in the use of TERMS and the internet. Certification in Primary Education or its equivalent.

ISSUED: 12/98 AK; FORMAT REVISED: 10/04 LMCK; REVISED WC: 2/28/06 LMCK.

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.

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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 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				

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