

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0335
Pay Grade: C10

FLSA: Exempt
Administrative

DIRECTOR, SPECIAL PROJECTS

REPORTS TO:

Associate Superintendent, Student and Community Support Services

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university in Education or a business-related field. Knowledge of grant development and management. Five (5) years professional experience to include developing curriculum objectives, activities, and evaluation. Experience as a Supervisor/Administrator, Fiscal Manager, and/or School Administrator.

PREFERRED:

Doctoral degree. Certification in grants management; successful experience managing compliance of federal grants. State certification in Administration/Supervision or an equivalent as defined by the Florida Department of Education.

MAJOR FUNCTION

Position is responsible for the administration of all special projects and contracts between the Pinellas County School Board and the funding agency, including the state and federal government. Responsibilities include coordinating requests for all federal, state categorical and private grants.

ESSENTIAL RESPONSIBILITIES

- Responsible for the development and coordination of innovative projects and programs to improve learning and achievement outcomes for academically disadvantaged students.
- Responsible for collaborating with school and district staff to ensure supplemental projects are aligned to the district's strategic goals, particularly to increase achievement for academically disadvantaged students.
- Responsible for obtaining federal, state and private source funds for the School Board of Pinellas County, Florida.
- Responsible for providing guidance to competitive project development teams regarding applicable fiscal requirements, policies, and processes that may impact the design of activities, and creation of proposed budgets.
- Responsible for administering existing federal, state and private source programs in the Pinellas County School System.
- Responsible for the interpretation of guidelines and regulations through the use of the Federal Register and other information dealing with funding sources.
- Responsible for supporting project managers and their staff in setting up and monitoring grant program implementation and budgets
- Responsible for the preparation and submission of all grant and project applications to the appropriate funding agency.
- Responsible for the coordination of funded projects between administration, project directors, nonpublic school officials, and the School Board Finance Department.
- Responsible for monitoring grant and contract budgets and expenditures to ensure internal controls are used.
- Responsible for the preparation and reviewing of all state and federal reports concerning funded projects and grants.
- Responsible for the supervision of the Grant Projects Specialist and the Special Projects Office staff.
- Performs other related duties, as required.

DIRECTOR, SPECIAL PROJECTS

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: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MQ, ER: 8/17/15 CH; BOARD APPROVED: 10/27/15; REVISED ER: 02/07/17 CH

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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 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				

Director, Special Projects - ADM