

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8257  
Pay Grade: E07

FLSA: Exempt  
PTS

**FLORIDA DIAGNOSTIC AND LEARNING RESOURCES SYSTEMS (FDLRS)  
SPECIALIST (GULF COAST ASSOCIATE CENTER)**

**REPORTS TO:**

Executive Director, Exceptional Student Education

**SUPERVISES:**

FDLRS Staff

**QUALIFICATIONS:**

Master's degree from an accredited college or university. State certification in any area of Exceptional Education, in addition to Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Three (3) years successful teaching experience in an area of exceptional education or five (5) years professional experience. Demonstrated knowledge of Exceptional Student Education curriculum and materials.

**MAJOR FUNCTION**

This position has responsibility for supervision and management of functions involving child find, human resource development, parent services, and technology within the FDLRS Gulfcoast Center that serves Pinellas, Pasco, and Hernando Counties. Plans and develops the activities of the FDLRS project in accordance with state guidelines to ensure that activities satisfy the identified needs of each district.

**ESSENTIAL RESPONSIBILITIES**

- Coordinates all activities in the FDLRS Project
- Acts as liaison between Department of Education and regions
- Completes grant application process and all required reporting and monitoring activities
- Coordinates all budgetary and fiscal operations for FDLRS Gulfcoast
- Develops and submits a written annual plan for project-wide implementation and evaluation of the FDLRS/Gulf Coast Associate Center
- Coordinates teacher training and professional learning in Pinellas, Pasco and Hernando
- Coordinates the purchasing or production of materials as needed to assist teachers in meeting the needs of students with exceptionalities
- Maintains and submits an end-of-the-year evaluation report as required by the Department of Education
- Monitors the publication of the FDLRS/Gulf Coast Newsletter
- Supervises child find activities in Pinellas, Pasco and Hernando
- Coordinates Pre-K assessment activities with district staff
- Writes and monitors grant applications
- Recommends qualified individuals to be considered for vacancies on the center staff
- Conducts a continuous assessment of needs in the region which are necessary to serve all students with exceptionalities
- Monitors contracts with community resources for in depth evaluations
- Supervises parent services activities in Pinellas, Pasco, and Hernando
- Supervises technology activities in Pinellas, Pasco and Hernando
- Coordinates FDLRS school visitations/consultations
- 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: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 5/88; TITLE CHANGE BOARD APPROVED: 6/8/88; REVISED: 5/92 BMP; BOARD APPROVED: 5/27/92; REVISED: (MF & DR) 7/2/96 PBL; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: TITLE, PCSB NO., MQ's, PG, D&R 07/29/15 CH; BOARD APPROVED:

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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				

Florida Diagnostic and Learning Resources System (FDLRS) Specialist – PTS