

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0201
Pay Grade: C09

FLSA: Exempt

DIRECTOR,
ADVANCED STUDIES & ACADEMIC EXCELLENCE

MAJOR FUNCTION:

The Director is responsible for developing and implementing a program of advanced academic studies integrated in the secondary school curriculum, grades 6-12 and preparing students for postsecondary opportunities. Coordinates advanced academic programs for elementary and middle school students. The Director will assist in the development of systematic approaches to evaluate and improve teaching and learning to determine the most effective means of closing the achievement gaps and increasing student achievement and college readiness for every student in a safe learning environment. Responsibilities include goal setting, planning, organizing, coordinating, decision-making, communicating and evaluating.

DUTIES AND RESPONSIBILITIES:

- Oversees the Instructional Materials and Exceptional Student Education (Gifted) offices
- Supervises the Achievement Via Individual Determination (AVID) program and staff
- Facilitates communication between the fundamental and magnet programs and assists with program design
- Updates the Fundamental and Magnet Program Guidelines
- Serves as the district liaison with the College Board, the National Junior Honor Society, and the National Honor Society
- Coordinates articulation agreements with post secondary institutions
- Builds dual enrollment opportunities for students
- Identifies under-represented and talented students for advanced, honors, and accelerated high school courses
- Focuses on course content and delivery of those courses
- Secures a teaching force fully capable of delivering and developing accelerated coursework that is both relevant and challenging for students
- Builds a network of successful former students from the district who will act as mentors and liaisons to colleges and universities for aspiring students still in the district
- Coordinates districtwide student honors recognition programs
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Administration/Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Five (5) years related professional experience. Three (3) years educational administrative/supervisory experience. Demonstrated organizational and communication skills

ISSUED: 2/07 AK; BOARD APPROVED: 2/20/07; REVISED MF, D&R: 4/07 AK; REVISED MF, D&R: 2/11 LMCK

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

DIRECTOR, ADVANCED STUDIES & ACADEMIC EXCELLENCE

<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				