

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0410  
Pay Grade: C13

FLSA: Exempt  
Administrative

**ASSOCIATE SUPERINTENDENT, STUDENT AND COMMUNITY SUPPORT SERVICES**

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES:**

Executive Director, Student Services  
Director, Partnership Schools  
Director, Strategic Partnerships  
Director, Special Projects  
Director, Title I  
Program Manager, Head Start  
Support Staff

**QUALIFICATIONS:**

Master's degree from an accredited college or university with certification in Administration and 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. Must show evidence of working knowledge of the principles of quality management or commit to begin training in the area of quality management with in the first six (6) months of employment.

**MAJOR FUNCTION**

The Associate Superintendent, Community and Student Support Services performs a variety of supervisory and administrative tasks in developing, directing, and overseeing the day-to-day operations of the Community and Student Support Services Division including translating the district's educational philosophy, goals, and objectives into active terms that directly benefit students. Is responsible for the administration of the division's departments including the supervision of its personnel, functions, goal setting, communicating, and decision-making while coordinating the delivery of community and student support to the PreK-Adult curriculum. This position works directly with all other Associate Superintendents and Area Superintendents to develop systematic approaches to evaluate and improve community and student support to determine the most effective means of closing the achievement gaps and increasing student achievement for every student in a safe learning environment. Vested with the authority of the Superintendent to resolve issues related to the day-to-day operations of the Division of Student and Community Support Services.

**ESSENTIAL RESPONSIBILITIES**

- Advocates, facilitates, and monitors the alignment of student and community support services in the accomplishment of district goals and School Improvement Plans
- Provides leadership and direction for the development and implementation of strategic plans within the division aligned with and supportive of the district strategic plan
- Interprets impact of legislation, state board rule, and policy as it relates to all support services
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement activities to assist school personnel in analyzing data for continuous improvement of student achievement
- Represents the division on the Superintendent's cabinet, serves on community boards as requested, and acts as liaison with community groups, parents, colleges, universities, and other agencies

## ASSOCIATE SUPERINTENDENT, STUDENT, AND COMMUNITY SUPPORT SERVICES

### ESSENTIAL RESPONSIBILITIES (Continued)

- Communicates budget parameters from various funding allocations, Florida Education Finance Program (FEFP) alignment information, and legislative mandates
- Develops division's annual budget; provides input for school staffing models
- Participates in FTE projections, student assignment, and represents division in planning capital outlay projects
- Develops and monitors program processes and services based on data and the needs of students, teachers, administrators, families, businesses, and community
- Solicits and monitors customer satisfaction results and provides leadership in the evaluation and modification of programs through advisory committees and other groups
- Provides direction for the improvement of student achievement system-wide in grades PreK-Adult
- Develops, organizes, and implements models of technical assistance for schools with low student achievement
- Develops, organizes, and implements model programs and practices for schools with average to high student achievement including acceleration mechanisms
- Develops, organizes, and implements models of Multi-Tiered Systems of Support and/or Response To Intervention
- Works with Florida Department of Education (FLDOE) and the United States Department of Education (USDOE), as needed
- Works collaboratively with Area Superintendents, school system departments, community agencies, local universities, research laboratories, and all other stakeholders
- Maintains contact with other school systems to share ideas and information
- Represents the Superintendent, upon request
- Attends professional meetings (national, state, and local) to keep informed on current developments as they pertain to the division
- Performs other related duties as required

### 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: 3/01/13 LM; BOARD APPROVED: 4/23/13

**ASSOCIATE SUPERINTENDENT, STUDENT, AND COMMUNITY SUPPORT SERVICES**

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 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				

Associate Superintendent, Student, and Community Support Services – ADM