

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0418
Pay Grade: C07

FLSA: Exempt

MANAGER, STAVROS INSTITUTE

MAJOR FUNCTION:

The Manager, Stavros Institute is an administrative and supervisory position with responsibility for the planning, organization, coordination and operation of the Stavros Institute Program. This includes selecting, training and evaluating staff; annual program preparation and public relations.

DUTIES AND RESPONSIBILITIES:

- Assists in facility planning through coordination with the architect.
- Maintains community contacts with supporting businesses and appropriate communication with sponsors.
- Works jointly with Supervisor of Social Studies on budget, curriculum, community contact and articulation of the model economics program in conjunction with the regular social studies curriculum.
- Selects, trains and evaluates staff and volunteers; arranges staff development for new participating teachers and parents.
- Provides information about the program to the community, school groups, parents and the media.
- Determines which schools can be combined as participants, which exceptional education classes can be scheduled, and when private schools can be accommodated.
- Works with school-based administrative staff in scheduling of student groups.
- Allocates funds and resource teacher time in the best interest of the program.
- Serves as consultant to visiting groups touring the facility.
- Coordinates volunteers' activities and assists teachers in the operation of the simulation.
- Oversees the office operation to include ordering materials, record keeping, student transportation and scheduling; oversees facility maintenance.
- Assists in program evaluation conducted by the district.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university in Elementary Education curriculum, Economics, Social Studies, or other related field. Certification in Administration and Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. College credit in Economics (one course). Five (5) years related professional experience to include three (3) years or more successful teaching experience and experience in Administration, Supervision, or project leadership role involving extensive organization and planning. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 5/87 PBL; BOARD APPROVED: 5/27/87; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 7/26/01; BOARD APPROVED: 8/21/01

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.

MANAGER, STAVROS INSTITUTE

<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				

Manager, Stavros Institute - ADM