

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0423
Pay Grade: C07

FLSA: Exempt

ADMINISTRATOR, COMMUNITY SCHOOL

MAJOR FUNCTION:

Position performs responsible administrative and supervisory work in planning and implementing programs that directly relate to the educational needs of the community. Reports to the high school principal.

DUTIES AND RESPONSIBILITIES:

- Develops and coordinates with district CTAE staff programs and activities that reflect community needs
- Analyzes student performance data in a continuous improvement evaluation of ABE/GED, ESOL, co-enrolled high school courses as well as vocational, adults with disabilities, continuing workforce education and self-sustaining classes
- Recruits, interviews and, with consultation of the high school principal, recommends Community School instructors and staff for employment
- Participates as a member of the school administrative team
- Supervises and evaluates fulltime instructional and clerical staff
- Supervises night plant operations staff and provides input for their evaluation
- Serves as a liaison between day and evening classes and operations
- Oversees the discipline, attendance, facility, safety, security and all other areas relevant to the overall operations of the school
- Assists in the planning and delivery of professional development training for staff
- Assists with the development and maintenance of the master schedule for all on and off site classes
- Recruits members of the community to serve as volunteers
- Establishes rapport with leaders of the community
- Coordinates and encourages inter-agency cooperation
- Disseminates information about community education through the use of press releases, interviews, speaking engagements, brochures, and other marketing and recruiting tools
- Oversees all financial and accounting activities related to the community school
- Operates school and programs in a cost effective manner
- Monitors state and federal legislation relevant to adult education programs
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Masters Degree from an accredited college or university. State certification in Administration/Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years' related professional experience. Three (3) years' adult education training or experience. 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: 3/82; TITLE BOARD APPROVED: 6/27/84; FORMAT REVISED: 7/88; REVISED: 6/92 BMP/PBL (TITLE AND D&R); BOARD APPROVED: 6/24/92; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; UPDATE MQs: 8/02 AK; BOARD APPROVED: 9/24/02; REVISED: MF & D&R 11-09 LMCK

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.

ADMINISTRATOR, COMMUNITY SCHOOL

<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				

Administrator, Community School – ADM