

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2025
Instructional

FLSA: Exempt

GOALS INTERVENTION SPECIALIST

MAJOR FUNCTION:

This position reports to the Pinellas Technical Education Center (PTEC) Director and coordinates with the Director of Alternative Education/Dropout Prevention. This position is responsible for the Graduation Options – Alternatives to Leaving School (GOALS) program operation and assumes duties assigned by supervisors.

DUTIES AND RESPONSIBILITIES:

- Assists PTEC Director, Director and Supervisors of Alternative Education/Dropout Prevention in developing, implementing, and evaluating program philosophy, goals, and district and state goals and objectives in relation to the GOALS program.
- Attending all required school, faculty, and staffing team meetings.
- Assisting in enrolling, registering, and scheduling of students.
- Supervising pupil services in conjunction with the Dropout Prevention Specialist (i.e., attendance, discipline, counseling).
- Overseeing total operation of GOALS at site.
- Implementing Pinellas County School Board Policies and Procedures as they relate to students, staff, and school community.
- Planning and supervising team meetings.
- Maintaining, ordering, and inventorying textbooks, materials, and equipment.
- Planning for and supervising GOALS activities.
- Directing, maintaining, and preparing of program records and reports.
- Developing and maintaining a positive program climate and safe environment.
- Coordinating activities with GOALS staff and PTEC staff.
- Coordinating student services, parent communication, and training.
- Performing other duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Certification in any field. Three (3) years related professional experience.

PREFERRED:

Experience in working with "at risk" students.

ISSUED: 7/89 PBL, BOARD APPROVED: 7/26/89; FORMAT REVISED: 9/04 LMCK; REVISED WC: 2/17/06 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.

Goals Intervention Specialist

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				