

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7413
Pay Grade: C02

FLSA: Exempt

TRAINING SPECIALIST

MAJOR FUNCTION:

Develops, conducts and coordinates district wide training and programs. This includes training for administrative, instructional, non-instructional, student, parent and/or community groups.

DUTIES AND RESPONSIBILITIES:

- Assists in the planning and organizing of district projects and programs.
- Expands established journalism program to high school level.
- Researches and identifies top high school programs and conducts investigatory site visit.
- Creates and incorporates on-line version at the elementary and middle school levels.
- Recruits, interviews, and evaluates staff, mentors and students.
- Coaches journalism instructors to exemplify professional newsroom standards, processes and ethics.
- Oversees compliance with core program principles to ensure consistency and excellence.
- Formulates and monitors program budget for school programs and camps.
- Establishes and fosters partnerships with private contributors, universities, the media, or foundations.
- Communicates the program purpose to the local and broader community.
- Promotes student publication in professional venues and for competition by cultivating relationships within the journalistic community.
- Assists with program evaluations and revisions to existing programs.
- May assist in writing grants.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Requires a four (4) year college degree in an appropriate field, plus three (3) to five (5) years of training experience in areas such as management development or targeted selection, or the equivalent of education or experience.

BOARD APPROVED: 9/12/84; REVISED: 10/87 BMP; REVISED: 9/93 (D & R ONLY) BMP; REVISED: D&R, RAS 6/08

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.

TRAINING SPECIALIST

<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				

Training Specialist – PTS