

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8550
Pay Grade: E06

FLSA: -Exempt
PTS

MANAGER, FACE IT PROGRAM
REPORTS TO: Executive Director, Student Services
SUPERVISES: Professional Staff/Facilitators Volunteers Language Translators
QUALIFICATIONS: Master's degree from an accredited college or university in social work, psychology, counseling, education, or a related field including classes in counseling, psychology, social work, exceptional education, or educational leadership. Holds or is eligible for a Florida Professional Educator's Certificate. Three (3) years successful, documented experience in a related field. PREFERRED: Educational Specialist degree in Educational Leadership and demonstrated experience in substance abuse prevention, violence prevention and other related prevention areas. Demonstrated effective oral and written communication skills. Demonstrated supervisory experience.
MAJOR FUNCTION
Responsible for establishment, implementation, and continuation of the FACE IT Program and drug prevention related services for the district. Provides support and assistance to region superintendents, directors, district personnel, administrators, teachers, students, parents, community agencies, and court programs in direct correlation to the FACE IT program and drug prevention.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Provides leadership in the formulation of goals and objectives and establishes priorities for the district's drug prevention programs• Serves as the district's drug prevention contact person, is the district liaison with Department of Juvenile Justice, Pinellas/Pasco District Court, law enforcement, and various community agencies in matters concerning drug prevention• Serves on various community boards and professional committees relating to drug prevention• Recruits, selects, and trains professional staff, volunteers, and translators for the FACE IT drug prevention program• Develops and monitors program budget• Prepares and approves all payroll• Monitors and approves purchases of all supplies and curriculum materials• Plans, develops, implements, and monitors program curriculum, interprets and implements drug prevention legislation, keeps curriculum current within Common Core Standards, FCAT, RTI, and National Standards

MANAGER, FACE IT PROGRAM

ESSENTIAL RESPONSIBILITIES (Continued)

- Researches, evaluates, selects, and secures instructional material, incorporates new materials, approaches, and current research into the FACE IT drug prevention program for use by professionals/facilitators and staff in other disciplines
- Collects, records, and interprets student, program, and discipline referral data districtwide
- Interprets district, local, state, and national data
- Evaluates long-term impact and effectiveness of program on student progress and behavior
- Mentors staff and observes classes, particularly those of new professionals/facilitators, and offers comments and suggestions for improvement
- Develops, plans, and implements staff development for the FACE IT staff, teachers in other disciplines, and other district personnel; provides ongoing professional development
- Models creative and innovative thinking for staff and other personnel in keeping with compassionate education for all students and parents/caregivers
- Monitors all physical sites where program is located
- Works flexible hours to oversee the FACE IT Program evening schedule
- Develops, prepares, staffs, budgets, and implements the FACE IT Summer Program
- Prepares, maintains, and oversees all FACE IT program records and reports
- Monitors districtwide school referrals, enrollment, attendance, reassignment of FACE IT students and attendance of parents/caregivers
- Attends parent meetings as needed districtwide
- Attends monthly district-level Principal Leadership meetings
- Communicates drug prevention program concerns to region superintendents, directors, and subject area supervisors
- Communicates information about drug prevention programs to school personnel, administrators, counselors, attendance workers, parents/caregivers, and community agencies
- Communicates with Region Superintendents relating to reassignment of students
- Solves problems systematically for all parent/caregiver concerns, behavior issues, and school concerns
- Disseminates and implements School Board Policy and Procedures as it relates to students, parents/caregivers, staff, translators, and volunteers in the FACE IT program
- Serves as the liaison for drug prevention with other school districts
- Serves and responds as a member of the district crisis response team
- Assists the Executive Director, Student Services in coordinating programs and activities, which include, but are not limited to violence prevention, service learning, drug prevention, and behavior management
- Assists school improvement teams in developing safe schools goals and action plans
- Performs other related duties as required

MANAGER, FACE IT PROGRAM

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 5/13; LM, BOARD APPROVED: 7/30/13

MANAGER, FACE IT PROGRAM

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				

Manager, Face It Program– PTS