

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA



PCSB: 6004
Pay Grade: E03

FLSA: Exempt PTS

21st CENTURY PROGRAM COORDINATOR

REPORTS TO:

Director, Strategic Partnerships

SUPERVISES:

Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and/or five (5) years related professional experience. Demonstrated knowledge of program management and district curriculum expectations. Demonstrated proficiency in computer literacy. Demonstrated ability to work effectively with others.

PREFERRED:

Demonstrated leadership experience at a school-based or central office site. Experience working with federal and/or state grants, program coordination, and district fiscal practices.

MAJOR FUNCTION

The 21st Century Program Coordinator is responsible for overseeing program operations for the districts CCLC sites. The primary areas include planning and coordinating program requirements, managing daily activities, ensuring successful management of all components, and reporting grant information as required by district, state, and federal mandates.

ESSENTIAL RESPONSIBILITIES

- Manages the 21st Century grant project according to requirements.
- Plans, develops, implements, and evaluates overall programs, services, and activities to ensure state and federal compliance.
- Manages budget planning and reconciliation functions.
- Manages and designs program support systems and infrastructure.
- Manages vendor procurement and program purchasing functions.
- Manages grant compliance functions.
- Manages activities of the 21st Century grant to assure that policies and guidelines are observed.
- Collects data using various data collection methods.
- Manages research or program datasets.
- Coordinates with external collaborators and program stakeholders.
- Performs field work at designated program sites to interview program participants.
- Prepares and presents program progress reports and presentations.
- Maintains good public relations in collaboration with Pinellas County Schools' Strategic Communications Department.
- Ensures that support services are provided to the program and community.
- Anticipates needs of the program and develops recommendations for filling these needs.
- Monitors/tracks the status of the iClass program through its program life cycle.
- Performs site visits to verify compliance with staffing guidelines related to grant award agreements.
- Develop and provide professional development opportunities for staff and volunteers.
- Performs other related duties as assigned.

21st Century Program Coordinator

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: 11/02/23 PT; BOARD APPROVED: 12/12/23

21st Century Program Coordinator

<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 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				