

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8738
Pay Grade: E07

FLSA: Exempt
PTS

| |
|--|
| PRINCIPAL COACH/MENTOR |
| REPORTS TO: Director, Professional Development |
| SUPERVISES: Not Applicable |
| QUALIFICATIONS: Master's degree from an accredited college or university in Educational Leadership with state certification in School Principal or an equivalent certification as defined by the Florida Department of Education. A minimum of five (5) years of related professional experience as a Principal. Must currently be in the district's Principal's Qualification Pool or be eligible. |
| PREFERRED: Experience in conducting training and curriculum development. Sound knowledge of subject area. Demonstrated experience in alignment of curriculum, instruction, software programs, and assessment. Demonstrated expertise in training in the areas of motivation, struggling students, cooperative learning, technology, FCAT data, and best practices. |
| MAJOR FUNCTION |
| To provide assistance and professional growth to school administrators, including training and mentoring in the use of Florida Leadership Standards and best practices to improve student achievement and maintain a safe, caring, and orderly learning environment. |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none">• Maintains a professional development plan and engages in professional development activities• Visits school to observe instructional practice and suggest growth steps for administrators• Models and mentors administrators in support of their professional development• Assists administrators in evaluating and improving instructional planning processes• Assists in developing and monitoring assessments aligned to Florida State Standards• Provides opportunities for school administrators to increase their understanding of best practices• Coordinates activities among subject area supervisors, directors and school personnel in support of best practices• Assists schools in articulation of subject area materials and program needs from grade to grade and school to school• Ensures fidelity of instruction in designated subject area• Represents the designated subject area on cross functional teams• Aggregates and monitors school data to help adjust program development, implementation and improvement• Coordinates professional training for teachers and administrators• Assists schools in locating, securing, and disseminating instructional materials• Assists administrators with required assessments and data-driven decision making• Participates and assists with Targeted Selection Processes and Leadership Development Programs• Performs other related duties as required |

PRINCIPAL COACH/MENTOR

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: 9/14, CH; BOARD APPROVED: 9/23/14

PRINCIPAL COACH/MENTOR

| 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 | | | | |

Principal Coach/Mentor – PTS