



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0047

Pay Grade: Same as current assignment

FLSA: Exempt  
Administrative

**ADMINISTRATOR ON SPECIAL ASSIGNMENT (EQUITY)**

**REPORTS TO:**

Superintendent

**SUPERVISES:**

Instructional Staff

Support Staff

**QUALIFICATIONS:**

Master’s degree from an accredited college or university with certification in Educational Leadership or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years of administrative or supervisory experience, with demonstrated experiences in strategic planning, large scale program implementation, communications, leadership and supervision; or an equivalent combination of education and training.

**PREFERRED:**

Demonstrated experience with successful implementation of K-12 educational equity-focused initiatives and professional learning.

**MAJOR FUNCTION**

The Administrator on Special Assignment works with area superintendents, chief transformation officer and the superintendent’s executive leadership team to develop, monitor and support the implementation of the district’s equity initiatives. The Administrator serves as a liaison between district leadership and schools and provides assistance to ensure that areas of needed improvement are given adequate support and resources.

**ESSENTIAL RESPONSIBILITIES**

- Leads the work and collaborates with district and school staff to develop and manage a districtwide framework for advancing social and racial equity of access and outcomes.
- Collaborates with the district Equity Advisory Team to monitor and support the implementation of equitable practices across the district.
- Coordinates with schools and district-level departments to support the implementation of initiatives.
- Collaborates with the Strategy and Impact and TIS departments to ensure adequate data tracking systems are in place to monitor all plans.
- Works closely with various community groups, community-based organizations, philanthropy and stakeholders to fully engage the community to align and create coordinated solutions that support equity of access and outcomes.
- Remains current on equity research and best practices and meets with related staff to interpret and implement identified research and best practices.
- Coordinates and monitors the allocation of funds to support equity initiatives throughout the district.
- Oversees, supports and monitors the implementation of equity initiatives with all external partners and contracted consultants.
- Engages parents and the community in the district’s efforts for equity of access and outcomes.
- Participates in and leads projects, programs and activities designed to accomplish the objectives of equity goals.
- Works cooperatively with district administrators and may coordinate the activities of others working to accomplish the objectives.
- Communicates the activities and efforts in achieving the goal of excellence in equity of access and outcomes.
- Participates in and advises administration in the recruitment and retention of underrepresented groups which attracts and creates diverse candidate pools for all positions.

## ADMINISTRATOR ON SPECIAL ASSIGNMENT (EQUITY)

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Supports the district in resolving discrimination and harassment complaints filed by students, faculty, staff and administrators.</li><li>• Actively facilitates cross-functional problem-solving and planning between district departments.</li><li>• Prepares periodic reports for the district leadership team on measures of progress on equity access and outcomes.</li><li>• Provides analysis of legislation and regulations related to equity and affirmative action.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 05/12/21, LM; BOARD APPROVED: 06/08/21

**ADMINISTRATOR ON SPECIAL ASSIGNMENT (EQUITY)**

<u>WORKING CONDITIONS &amp; 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				

Administrator on Special Assignment (Equity) -- ADM