

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0046  
Pay Grade: C09

FLSA: Exempt

**ADMINISTRATOR ON SPECIAL ASSIGNMENT**

**MAJOR FUNCTION:**

The Administrator assists the Superintendent and the Superintendent's Cabinet in performing administrative duties at the District Office. The position oversees special projects and activities with district wide implications as assigned by the Superintendent and performs administrative and supervisory tasks that align with the district's strategic directions.

**DUTIES AND RESPONSIBILITIES:**

- Assists the Superintendent and the Superintendent's Cabinet in accomplishing the Pinellas County School Board's Strategic Directions by working in priority and critical areas identified and assigned by the Superintendent.
- Actively facilitates cross-functional problem solving and work between district departments.
- Assists in the development and delivery of strategic activities consistent with District's Strategic Plan.
- Prepares periodic reports for the Superintendent on measures of progress on all assigned tasks.
- Personally participates in and leads projects, programs and activities designed to accomplish the objectives of the Strategic Plan.
- Works cooperatively with district administrators and may coordinate the activities of others working to accomplish the objectives of the Strategic Plan and critical initiatives as assigned by the Superintendent,
- Assists the Superintendent in communicating the activities and efforts of the system in achieving the goals set out in the Strategic Plan.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university with state 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, Communications, Leadership and Supervision; or an equivalent combinatory of education, training, and related Pinellas County School Board experience.

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.

Compensation copy 9/26/17 – job number and title created by previous team

**ADMINISTRATOR ON SPECIAL ASSIGNMENT**

<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 ADM