

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8736  
Pay Grade: E01

FLSA: Non-Exempt  
PTS

**COORDINATOR, PROFESSIONAL DEVELOPMENT EDUCATIONAL FINANCE**

**REPORTS TO:**

Director, Professional Development

**SUPERVISES:**

Support Staff

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university and three (3) years of progressively responsible related experience or an Associate degree, or equivalent from an accredited college or university, and five (5) years of progressively responsible related experience. A year of related experience may be substituted for each year of the educational requirement stated above. Experience in organizing and coordinating programs in auditing, secretary, and bookkeeping education.

**PREFERRED:**

Demonstrated proficiency in the district's ERP system, the Focus Student Information System, Microsoft O365 and experience in delivering training in both large and small group settings.

**MAJOR FUNCTION**

This professional position has the responsibility for developing, implementing, facilitating and providing districtwide professional development to support the essential responsibilities of bookkeepers, secretaries, secretary/bookkeepers, data management technicians, and other staff. Tasks are varied, and work requires considerable judgment in educating and monitoring staff in performing broad secretarial and accounting functions and student- and class-related data processing duties.

**ESSENTIAL RESPONSIBILITIES**

- Develops, implements, facilitates and/or provides secretary, secretary/bookkeeper, bookkeeper and other staff training content and materials, including but not limited to:
  - School internal account accounting policies and procedures such as receipting, depositing, purchasing (including P-cards), check writing, transfers and adjustments, bank reconciling, financial reporting, sales tax, chart of accounts, etc.
  - Other district and school internal account policies and procedures such as fundraising, banking, field trips, facility leasing, etc.
  - District payroll policies and procedures such as attendance records, A-Time, E-Time, OT, bus rider time, stipends, supplements, temporary duty elsewhere (TDE), workman's compensation, etc.
  - Online payment processing;
  - VPK/PPK/EPK procedures;
  - OSO and PTA monitoring procedures required by board policies 9210 and 9211;
  - Preparation, input, storage, retrieval and reporting of student- and class-related data; and
  - Other daily clerical, financial, and organizational tasks in the school setting.
- Develops, implements, facilitates, updates and/or provides data management technicians (DMT) training content and materials, including but not limited to:
  - Master and student course scheduling via Focus software utilization;
  - FTE reporting and compliance;
  - Registration, enrollment and withdrawal procedures;
  - Transportation reporting;
  - ESE, Medicaid, Hospital Homebound and Gifted reporting processes;
  - ESOL reporting processes;
  - Adult Ed and Educational Alternative Services reporting processes;
  - Records management; and
  - Health and student services reporting.

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### ESSENTIAL RESPONSIBILITIES (Continued)

- Schedules, assists and facilitates new DMT week-long training courses.
- Stays current with new software releases that pertain to the student information system and updates to state legislation and required reporting of student data.
- Assists with orientation for bookkeepers and secretary/bookkeepers and beginning and end-of-year bookkeepers' workshops.
- Develops, implements, facilitates, and provides district ERP system and Microsoft O365 training for all district employees.
- Demonstrates and teaches knowledge and application in research and practical application of the following policies, procedures and other regulations as it pertains to secretary, secretary/bookkeeper, bookkeeper, DMT and other staff job functions, including but not limited to:
  - Financial and Program Cost Accounting and Reporting for Florida Schools (Redbook);
  - Manual of Internal Fund Accounting;
  - Florida Statutes, State Board of Education Rules, Laws of Florida, etc.;
  - School Board policies, procedures and other guidelines; and
  - FTE Reporting compliance.
- Recognizes need and adapts policy and procedure manuals into classroom curriculum to facilitate improved job performance for support staff employees.
- Collaborates and coordinates activities among subject-area supervisors, directors, and other district personnel in support of curriculum development.
- Monitors implementation of all training content at school and district sites via observation, feedback, reflection, and survey results.
- Provides opportunities for school administrators to increase their understanding of school internal accounts and payroll policies and procedures.
- Assists staff in locating, securing, and disseminating instructional materials.
- Provides hands-on bookkeeping support in the school setting in receipting funds, preparing deposits, procurement, processing expenditures, writing checks, and other daily clerical, financial and organizational tasks as needed.
- May assist in recruitment for various support staff.
- Performs other related duties assigned.

### 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: 09/04/19 LM; BOARD APPROVED: 09/24/19

**COORDINATOR, PROFESSIONAL DEVELOPMENT EDUCATIONAL FINANCE**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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. Lift objects weighing up to 20 pounds	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				

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