



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8420  
Pay Grade: E03

FLSA: Exempt  
PTS

<b>JOURNALISM PROGRAM COORDINATOR</b>
<b>REPORTS TO:</b> Chief Transformation Officer
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Requires a bachelor’s degree from an accredited college or university in a related field, plus a minimum of three (3) years of experience in curriculum, instruction, and/or training in English Language Arts and/or Journalism.
<b>MAJOR FUNCTION</b>
The Journalism Program Coordinator is responsible for the coordination of the Journalism programs at the elementary, middle, and high school levels at identified schools. Develops and updates curriculum for these programs aligned to state standards to achieve the goal of literacy success through journalism for all students across the K-12 continuum. Develops, conducts and coordinates training for these programs. Responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, and evaluating the programs.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Assists in the planning and organizing of district projects and programs in the area of journalism.</li> <li>• Monitors newsroom performance and content of journalism products across all platforms at identified schools to ensure the highest publication quality.</li> <li>• Organizes and coordinates the Journeys in Journalism Advisory Board and serves as the liaison between the school district, participating schools, and the Advisory Board that meets regularly to support the program.</li> <li>• Serves as the program recruiter assisting the principals in recruiting students and identifying and retaining instructional staff in the journalism programs capable of maintaining newsroom standards.</li> <li>• Supports the identified schools in maintaining newsroom standards, news judgment, content, and accuracy aligned with the local and national journalistic community.</li> <li>• Creates, maintains, and expands meaningful collaborations between student journalists and journalists at local news organizations like the <i>Tampa Bay Times</i>.</li> <li>• Coaches journalism instructors to exemplify professional newsroom standards, processes, and ethics.</li> <li>• Oversees compliance with core program principles to ensure consistency and excellence.</li> <li>• Formulates and monitors program budget for school programs, camps, and academies.</li> <li>• Establishes and fosters partnerships with private contributors, universities, the media, or foundations.</li> <li>• Communicates the program purpose to the local and broader community.</li> <li>• Promotes student publication in professional venues and for competition by cultivating relationships within the journalistic community for the broadest dissemination of student work in local, state, and national venues.</li> <li>• Coordinates and helps plan signature journalism events at the participating schools.</li> <li>• May assist in writing grants.</li> <li>• Performs other related duties as assigned.</li> </ul>

## JOURNALISM 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: 05/07/15 CH; BOARD APPROVED: 05/19/15; 09/17/21 REVISED REPORTS TO; *(Board approval not required)* ; 09/07/23 REVISED REPORTS TO; *(Board approval not required)*

## JOURNALISM PROGRAM COORDINATOR

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 keyboard to enter and transform words or data					X
21. Using a computer					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				

Journalism Program Coordinator – PTS