

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA



PCSB: 6005
Pay Grade: E07

FLSA: Exempt

K-12 ADVANCED STUDIES & ACADEMIC EXCELLENCE SPECIALIST

REPORTS TO:

Executive Director, High School Education

SUPERVISES:

Instructional staff
Support staff

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in a Secondary subject area, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful teaching experience in advanced academics. Demonstrated organizational and communication skills.

PREFERRED:

Certification in Administration/Supervision, Educational Leadership, or School Principal.

MAJOR FUNCTION

The Specialist is responsible for the development of systematic approaches to increase access and achievement in the courses and programs related to college readiness for all students. Supports advanced academic programs for elementary, middle, and high school students. The Specialist will assist in the development of systematic approaches to evaluate and improve teaching and learning to determine the most effective means of eliminating opportunity gaps and increasing student achievement and college readiness for every student in a safe learning environment.

ESSENTIAL RESPONSIBILITIES

- Collaborates with district staff and school-based administrators to support the development, implementation, and monitoring of advanced and accelerated programs.
- Coordinates and communicates with students, parents, teachers, administrators, and other district personnel.
- Creates and maintains collateral materials for each of the advanced studies programs for the purpose of marketing and ensuring strong communication with families (e.g., district webpage, information videos, etc.).
- Compiles enrollment data, achievement data, and related performance metrics from a variety of sources to develop, evaluate, and improve all advanced and accelerated courses and programs.
- Compiles data from a variety of sources and coordinates the work of district staff to ensure compliance with federal, state, legal, and/or administrative requirements specific to advanced and accelerated courses, gifted, and related college-readiness programs.
- Monitors budget allocations, expenditures, fund balances, and related financial activities to ensure allocations are accurate, revenues are recorded, expenses are on budget, and sound fiscal practices are followed.
- Analyzes performance data and instructional strategies to make appropriate decisions for professional development to improve classroom instruction and increase student achievement in advanced and accelerated courses.

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ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Assists schools in identifying students for advanced, honors, and accelerated middle and high school courses.
- Coordinates articulation agreements with postsecondary institutions. Builds dual enrollment opportunities for students.
- Supervises the implementation of the Achievement Via Individual Determination (AVID) system and staff.
- Collaborates with external agencies such as AVID Center, College Board, International Baccalaureate, Cambridge International Examination, and dual enrollment partners to ensure quality implementation of college prep programs.
- Coordinates with district and school staff on the training, alignment of resources, and messaging specific to district readiness for college entrance assessments, including PSAT, ACT, and SAT.
- Supervises the marketing, application, and student selection processes, as well as day-to-day operations of the Early College and Early Admission programs.
- Monitors student preparation and success on college entrance assessments, such as the ACT and SAT.
- Coordinates districtwide student honors recognition programs.
- Performs other related duties as 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: 2/07 AK; BOARD APPROVED: 2/20/07; REVISED MF, D&R: 4/07 AK; REVISED MF, D&R: 2/11 LMCK; REPORTS TO, SUPERVISES, MF, ERs 12/19/22 LM; BOARD APPROVED: 1/24/23; REVISED PG, TITLE, REPORTS TO, SUPERVISES, QUALIFICATIONS, MF, ER 5/5/25 MV; BOARD APPROVED: 05/13/25

K-12 ADVANCED STUDIES & ACADEMIC EXCELLENCE SPECIALIST

<u>WORKING CONDITIONS & 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. 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				