



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0382
Pay Grade: E05

FLSA: Exempt
PTS

MANAGER, EDUCATIONAL ALTERNATIVE SERVICES (EAS)
REPORTS TO: Director, Educational Alternative Services
SUPERVISES: Instructional Staff Support Staff
QUALIFICATIONS: Bachelor's degree from an accredited college or university in elementary education or related field. Five (5) years related professional experience in education.
PREFERRED: Master's degree from an accredited college or university with certification in Supervision, Educational Leadership or an equivalent as defined by the Florida Department of Education. Experience in alternative education.
MAJOR FUNCTION
This position reports to the Educational Alternative Services Administrator and coordinates with the host school principal. This position is responsible for the program and assumes duties assigned by the supervisor, working in conjunction on all essential duties with the Director, Educational Alternative Service (EAS).
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Researches and maintains knowledge of best practices for at-risk students.• Develops and implements a cross-circular program to include community involvement and outreach.• Implements the Educational Alternative Services philosophy.• Collaborates and coordinates various activities with the host school and faculty.• Serves as a member on the host schools' leadership team.• Markets and recruits community and business partnerships.• Evaluates student application for admittance.• Collaborates with district schools to advance the program.• Determines staffing needs including selection, supervision, staff development and evaluation of personnel.• Supervises pupil services (i.e., attendance, discipline and counseling).• Develops and maintains a positive school/community climate and safe and healthy environment.• Implements Pinellas County School Board Policies and Procedures as they relate to students, staff and school community.• Implements and evaluates the school instructional program based on student need.• Supervises student movement in all aspects of the program including cafeteria, student discipline and buses.• Maintains, orders and inventories textbooks, materials and equipment.• Directs, maintains and prepares program records and reports.• Plans and supervises team meetings.• Coordinates clinical services including team treatment planning, scheduling of individual, group and family counseling, parent training, weekly staffing of each child's progress and home visitation program with counselors and teachers.• Maintains client caseload as necessary.

MANAGER, EDUCATIONAL ALTERNATIVE SERVICES (EAS)

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Conducts liaison activities with school staff and Educational Alternative Services (EAS).• Maintains program in accordance with grant, state, county and other applicable regulations and guidelines.• Attends EAS staff meetings as required.• Performs other related duties as required.
TERMS OF EMPLOYMENT
<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>
HISTORY OF JOB CLASSIFICATION
ISSUED: 5/2/22 LM; BOARD APPROVED: 7/12/22

MANAGER, EDUCATIONAL ALTERNATIVE SERVICES (EAS)

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 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				

Manager, Educational Alternative Services (EAS) - PTS