

PCSB: 0418
Pay Grade: C07

FLSA: Exempt
Administrative

MANAGER, STAVROS INSTITUTE
REPORTS TO: Area Superintendent
SUPERVISES: Instructional Staff Support Services Staff
QUALIFICATIONS: Master's degree from an accredited college or university in Elementary Education curriculum, Economics, Social Studies, or other related field. Five (5) years related professional experience to include three (3) years or more successful teaching experience and experience in Administration, Supervision, or project leadership role involving extensive organization and planning.
MAJOR FUNCTION
The Manager, Stavros Institute is responsible for the oversight, planning, organization, coordination, curriculum development and operation of the Stavros Institute. This includes selecting, training and evaluating staff; annual program preparation, curriculum development and public relations.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Assists in facility planning through coordination with the architect. • Maintains community contacts with supporting businesses and appropriate communication with sponsors. • Collaborates with district content specialists on curriculum, community contacts and articulation of the program within the Stavros Institute to align with and support school-based curriculum. • Manages a budget that leverages donor funds, simulation sponsorships and district funds for a cost neutral operation. • Selects, trains and evaluates participating teachers, volunteers and parents. • Maintains partnership with the Pinellas Education Foundation. • Provides information about the program to the community, school groups and parents. • Maintains an efficient scheduling system facilitating access to the program by Pinellas County Schools students. • Works with school-based administrative staff in scheduling of student groups. • Maintains facility security protocols and provides reports consistent with district policy. • Allocates funds and staff time in the best interest of the program. • Engages business sponsorships of program simulations. • Serves as consultant to visiting groups touring the facility. • Coordinates volunteers' activities and assists teachers in the operation of the simulation. • Oversees the office operation to include ordering materials, recordkeeping, student transportation and scheduling; oversees facility maintenance. • Assists in program evaluation conducted by the district. • Performs other related duties as assigned.

MANAGER, STAVROS INSTITUTE

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: 5/87 PBL; BOARD APPROVED: 5/27/87; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98PBL; BOARD APPROVED: 10/13/98; REVISED: 7/26/01; BOARD APPROVED: 8/21/01; REVISED FORMAT, MQ, MF, ER 03/08/24 PT; BOARD APPROVED: 03/20/24

MANAGER, STAVROS INSTITUTE

<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. 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, Stavros Institute – Admin