



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8816
Pay Grade: E06

FLSA: Exempt
PTS

SENIOR COORDINATOR, STRATEGIC PLANNING AND POLICY
REPORTS TO: Director, Strategic Planning and Policy
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university with five (5) years of progressively responsible work experience demonstrating exceptional organizational, management, and communication skills. Experience in educational setting including successful experience analyzing student performance data and designing and implementing training for district or school-based personnel.
MAJOR FUNCTION Supports and drives cross-functional work throughout the organization with regards to strategy development, policy and effective and efficient operating processes. Working to connect strategy and practice, the Sr. Coordinator ensures effective liaison, appropriate confidentiality, and coordination on matters relating to project management and strategic planning that support a culture of rigorous learning with increased outcomes for all students.
ESSENTIAL RESPONSIBILITIES <ul style="list-style-type: none">• Works collaboratively with a highly motivated team from multiple offices to advance systemic initiatives in the district.• Develops and monitors the implementation of assigned systemic initiatives with a focus on program evaluation and return on investment.• Fosters and promotes teamwork in the design and development of strategies across the organization.• Supports strategic alliances and works collaboratively with internal and external stakeholders.• Works collaboratively with cross-functional teams in developing recommendations for strategic long-term goals.• Supports cross-functional teams in the design, development, implementation, monitoring and documentation of quality improvement plans and procedures.• Provides development and monitoring support for project plans, work breakdown structures and schedules required to successfully complete projects on time and within budget constraints.• Utilizes data and provides key analysis to support implementation of cross-functional initiatives.• Designs and conducts training for district- or school-based personnel to support the implementation of assigned initiatives.• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies, follows federal laws, state laws, school board policies and professional standards.• Performs other related duties as required

SENIOR COORDINATOR, STRATEGIC PLANNING AND POLICY

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: 8/13 LM; BOARD APPROVED: 10/22/13; REVISED: TITLE, RT, MF, ER, 02/22/19 LM; BOARD APPROVED: 04/23/19

SENIOR COORDINATOR, STRATEGIC PLANNING AND POLICY

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 various technology tools					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				

Senior Coordinator, Strategic Planning and Policy - PTS