

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0203  
Pay Grade: C09

FLSA: Exempt  
Administrative

<b>DIRECTOR, CHARTER SCHOOLS AND HOME EDUCATION</b>
<b>REPORTS TO:</b> Associate Superintendent, Student and Community Services
<b>SUPERVISES:</b> Charter Schools and Home Education Specialist Support Staff
<b>QUALIFICATIONS:</b> Master's degree from an accredited college or university with certification in Administration / and Supervision, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Five (5) years related professional experience. Demonstrated knowledge of applicable federal, state, and local laws and regulations. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing. Must show evidence of working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.
<b>MAJOR FUNCTION</b>
The Director of Charter Schools and Home Education is responsible for the administration, supervision, and management of charter schools and home education. Monitors compliance of charter schools and home education programs with district and state requirements. Administers contracts/agreements for charter schools and home education programs. Responsibilities includes goal setting, planning, organizing, coordinating, decision-making, communicating, and evaluating to improve learning processes and promote highest achievement for all students.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Serves as the district's liaison with Florida Department of Education for charter schools and home education</li><li>• Coordinates goal setting and planning processes within the department based on district vision and strategic directions</li><li>• Communicates budget parameters and legislative mandates</li><li>• Solicits and responds to customer input from staff, schools, parents, and community</li><li>• Monitors customer satisfaction results</li><li>• Works with Technology and Information Services in developing technology to monitor and track charter schools and home education programs</li><li>• Develops and monitors program processes and services based on needs of students, teachers, administrators, families, businesses, and community</li><li>• Maintains an information system that supports the facilitation and monitoring of department goals and initiatives</li><li>• Assists schools, charter schools, and home education parents in analyzing data for continuous improvement in student achievement</li><li>• Correlates directly with the credentialing team in Human Resources to monitor teacher credentialing</li><li>• Collaborates with School Board Attorney to interpret and monitor Florida statutes and school board policies</li><li>• Manages department data collection and reporting functions; uses data in decision-making</li><li>• Supervises the selection, development, and evaluation of departmental personnel</li></ul>

## DIRECTOR, CHARTER SCHOOLS AND HOME EDUCATION

### ESSENTIAL RESPONSIBILITIES (Continued)

- Collaborates with other departments, areas, and schools on projects related to charter schools and home education curriculum, instruction, and staff development
- Keeps informed on the latest research, trends and developments in education and interprets these matters for appropriate personnel as necessary
- Communicates effectively, orally and in writing, with other professionals, students, parents, and community
- Serves on community boards and as a representative to community and state agencies as requested or directed by job responsibilities
- Works collaboratively to review charter school and home school applications
- Monitors and participates in the evaluation of curriculum at those schools
- 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: 6/89 PBL; BOARD APPROVED: 6/28/89; REVISED 5/90 (TITLE) BMP; BOARD APPROVED: 5/23/90; REVISED 7/91 (TITLE) PBL; BOARD APPROVED: 8/14/91; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (MF and D&R): 12/98 PBL; UPDATED DIVISION NAME: 1/06 AK; REVISED TITLE, MF, D&R, MQ'S: 4/07 AK; BOARD APPROVED: 5/8/07; REVISED FORMAT, PAY GRADE, TITLE, MF, ER, ADA, 6/13 LM; BOARD APPROVED: 7/30/13

**DIRECTOR, CHARTER SCHOOLS AND HOME EDUCATION**

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 computer 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				

Director, Charter Schools and Home Education – ADM