

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6424
Pay Grade: C04

FLSA: Exempt

COORDINATOR,
FAMILY EDUCATION AND INFORMATION CENTER

MAJOR FUNCTION:

This position has the on-site responsibility for implementing the choice and student assignment and registration process. Other responsibilities include coordinating the day to day operations of the Family Education and Information Center while assisting parents in choosing the appropriate schools for their children in accordance with the Pinellas County School Choice Plan. This position is also designed to effectively communicate and address customer concerns about the choice student assignment and registration process so that parents may become active participants in their children's education. This process may be facilitated by coordinating appropriate outreach activities in the schools and throughout the community.

DUTIES AND RESPONSIBILITIES:

- Assists parents by providing information for choosing the appropriate schools for their children utilizing the guidelines and procedures for the choice student assignment and registration process.
- Works collaboratively with other departments, community/public agencies such as Head Start, hospitals/health centers, churches and libraries to ensure that information vital to successful parenting is available at all times
- Communicates the requirements, policies and procedures for the choice student assignment application process.
- Organizes, assimilates, disseminates and articulates facts about the choice plan
- Assists in the development and deployment of annual choice student assignment and registration process improvement systems and school utilization plans.
- Develops, plans and implements strategies for counseling parents about their options under the choice plan and their rights and responsibilities as parents and consumers of education.
- Coordinates meaningful training opportunities for parents and others on a wide variety of topics.
- Plans, coordinates and promotes the Family Education and Information Center to the community.
- Assists in the development and deployment of annual choice student assignment and registration process improvement systems and school utilization plans.
- Works to build and enhance positive relationships between families and schools.
- Performs pro-active community outreach within each choice area to assure full participation in the school selection process.
- Disseminates relevant information and publications to the public about area schools in the Pinellas County School System
- Interprets applicable Pinellas County school board policies and procedures
- Assists with the development of communication materials to support the choice student assignment and registration process.
- Collaborates with other departments, schools and agencies to deploy long-term and short-term goals.
- Develops and uses systems that involve district employees and community to ensure an effective and efficient choice student assignment and registration communication process.

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DUTIES AND RESPONSIBILITIES (continued):

- Assists in determining training and education expectations as they relate to the registration and school selection process.
- Develops and coordinates work and communication between departments to develop procedures relating to student registration, school selection and student assignment which promotes the efficient use of district resources
- Develops and coordinates procedures in the Family Education and Information Center to ensure student assignment is consistent with district procedures.
- Responds to requests from the community and schools for information about the choice plan and the registration process.
- Presents various reports concerning the development and deployment of the student registration and choice selection process.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university and 5 years experience related to the above mentioned duties and responsibilities. Demonstrated experience in working with the public. Demonstrated effective oral and written communication skills. Successful experience in communicating with the public. Must be familiar with the choice student assignment plan. Experience with computer application systems.

PREFERRED:

Demonstrated ability to speak, read and write other languages.

ISSUED: 3/01 PBL; BOARD APPROVED: 5/01

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.

COORDINATOR FAMILY EDUCATION & INFORMATION CENTER

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				