

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8092
Pay Grade: E05

FLSA: Exempt
PTS

SENIOR COORDINATOR, CHARTER SCHOOLS AND HOME EDUCATION
REPORTS TO: Director, Charter Schools and Home Education
SUPERVISES: Support Staff
QUALIFICATIONS: Bachelor's degree from an accredited college or university with certification in an educational area or an equivalent as defined by the Florida Department of Education. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing. Five (5) years related professional experience.
PREFERRED: Master's degree with certification in Administration and Supervision, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Demonstrated knowledge of applicable federal, state, and local laws and regulations.
MAJOR FUNCTION
The Senior Coordinator, Charter Schools and Home Education is responsible for assisting in the supervision and management of charter schools and home education. Assists in monitoring compliance of charter schools and home education programs with District and state requirements. Responsibilities include goal setting, planning, organizing, coordination, decision-making, communication, and evaluating to improve learning processes and promote highest achievement for all students.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Assists the Director, Charter Schools and Home Education in monitoring compliance of charter schools to ensure adherence to all applicable state and federal laws and regulations• Assists in monitoring the implementation of each charter school's application and contract• Assists in providing coordination and support among and between departments in the provision of "administrative and educational services" as prescribed in state statutes• Works with Technology and Information Services in developing technology to monitor and track charter schools and home education programs• Assists in providing technical assistance to charter schools, district personnel, and community members interested in charter schools• Assists in disseminating information about charter schools to families and interested citizens.• Assists in coordinating the charter application process• Assists to ensure that charter schools adhere to all applicable state and federal laws and regulations• Assists to ensure that charter schools and district operations are consistent with the terms of the charter• Assists in receiving and investigating complaints about charter schools from parents, community members, or employees of the school and ensuring the charter school communicates its resolution• Assists in reviewing charter applications• Assists in coordinating the charter renewal process

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ESSENTIAL RESPONSIBILITIES (Continued)

- Assists in monitoring the accurate and timely completions of reporting requirements
- Assists in monitoring pre-opening charter school requirements (Such as: Certificate of Occupancy, Fire Inspection, Health Inspection)
- Assists as needed in interpreting Florida Statutes and Pinellas County School Board policies and procedures for Home Education
- Analyzes and uses data for decision-making
- Collaborates with all members of the Charter School Home Education Department to help fully deploy and meet department goals
- Participates in meetings which involve charter school or home education requirements
- Attends professional meetings--national, state, and local to keep informed on current developments as they pertain to the charter schools or home education
- Helps define and interpret goals for the department of charter schools and home education
- Correlates directly with the credentialing team in human resources to monitor teacher credentialing
- Plans and carries out monitoring site visitations to charter schools
- Monitors charter schools and home education programs on a regular basis.
- Provides other related duties as required

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; 6/13 LM; BOARD APPROVED: 7/30/13; REVISION OF TITLE-TO ALIGN WITH COMPREHENSIVE COMPENSATION PLAN, 8/13 LM, BOARD APPROVED:

SENIOR COORDINATOR, 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				

Senior Coordinator, Charter Schools and Home Education– PTS