

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2327  
Instructional

FLSA: Exempt

**TEACHER ON SPECIAL ASSIGNMENT**  
**(Doorways Coordinator)**

**MAJOR FUNCTION:**

This job involves responsible coordination and facilitation of the DOORWAYS program at designated schools with the added responsibility of maintaining and updating files of DOORWAYS scholarship recipients and alternates. Additional responsibilities include coordination and facilitation of cultural, recreational, social, economic, and health services provided to DOORWAYS students.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates DOORWAYS program at all schools and introduces the DOORWAYS program at new DOORWAYS schools.
- Communicates on a regular basis with DOORWAYS site coordinators regarding the program.
- Assists the selection team in developing criteria and selecting recipients.
- Coordinates agreement signing with school staff, mentors, parents, and students.
- Assists with the scheduling of special events for DOORWAYS students and families.
- Assists site coordinator in arranging field trips.
- Assists in acquiring health, social and economic services for DOORWAYS students. Presents information to civic and social organizations. Recruits agency services.
- Coordinates summer activities for parents and students.
- Tracks individual DOORWAYS students and maintains an up-to-date database.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university. Holds or is eligible for a Florida Educator Certificate for the level and subject area in which he/she is to work. Florida educational certification with aspirations for educational leadership.

**PREFERRED:**

Background in social services, psychology, and family life education. Must be familiar with local agencies, service organizations, cultural and recreational activities.

ISSUED: 7/93 SRS; FORMAT REVISED: 10/04 LMCK; REVISED WC: 2/28/06 LMCK.

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.

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<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

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